CASIO

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(英)

SF-R10/SF-R20

OWNER'S MANUAL

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SF-R10/SF-R20

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GUIDELINES LAID DOWN BY FCC RULES FOR USE OF THE UNIT IN THE U.S.A. (not applicable to other areas).

NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Proper connectors must be used for connection to host computer and/or peripherals in order to meet FCC emission limits.

Connector	SB-60/SB-62	SF Unit to SF Unit
Connector	FA-120 (Version 3.50)	SF Unit to PC for IBM Machine

- CASIO COMPUTER CO., LTD assumes no responsibility for any damage or loss resulting from the use of this manual.
- CASIO COMPUTER CO., LTD assumes no responsibility for any loss or claims by third parties which may arise through the use of the SF unit.
- CASIO COMPUTER CO., LTD assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, repairs, or battery replacement. Be sure to back up all important data on other media to protect against its loss.

Lucid ® 3-D is a registered trademark of Lucid Corporation.

EPSON LX-800 is a registered trademark of Seiko Epson Corporation.

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Part 1
Getting Started

Read this first!

Be sure to read this part of the manual before doing anything else! It includes important information that you need to know in order to use the SF-R10/SF-R20 (hereinafter referred to as "SF Unit") correctly.

This SF Unit includes a Spreadsheet Mode (Lucid 3-D), which is not covered in this manual. Operation of the Spreadsheet Mode is covered in a separate manual.

Make back up copies of important data!

Your SF Unit employs electronic memory, which makes it possible to store large volumes of data and to recall stored data quickly and easily. Data is retained as long as power is supplied by the batteries. This means that should batteries go dead, or if you make a mistake while replacing batteries, data stored in memory may be damaged or lost entirely. Data contents can also be damaged or lost due to strong electrostatic charge, strong impact, or extremes in temperature and humidity. All of this means that you should always keep back up copies of important data on a floppy disk by transferring the data to a personal computer, on an optional RAM card, or by writing it down in a notebook.

General Precautions

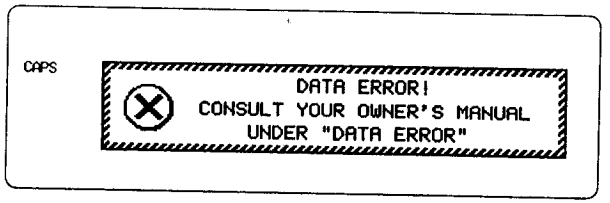
Note the following important precautions to ensure that you get the most out of your SF Unit.

- Never try to take the SF Unit apart.
- Avoid strong impact and sudden temperature changes.
- At very low temperatures, the display response time may slow down or the display may fail completely. This is temporary and correct operation should return at normal temperature.
- Whenever a low battery message appears, switch power off and replace batteries.
- To avoid serious damage to the SF Unit caused by leaking batteries, replace batteries once every two years, regardless of how much you use it during that time.
- Never use thinner, benzine or other volatile agents to clean the exterior of the SF Unit. Instead, wipe it off with a soft cloth dampened in a solution of water and a mild, neutral detergent. Wring the cloth out until it is almost dry.

- If the SF Unit is exposed to strong electrostatic charge, the display may dim or the SF Unit may lock up. To correct this situation, switch power off, remove the main batteries, and then replace them into the SF Unit.
- Do not press the keys of the SF Unit with a pen, pencil or other sharp object.
- The SF Unit may cause interference with radio or television reception. Keep it away from such appliances when you are using it.

1-1 Data Errors

Whenever you switch on the power of the SF Unit, it performs a self-check. If the SF Unit detects a problem with data in memory, it displays this message.



Note that once data is lost it cannot be recovered. Such data errors are generally caused by one of the following problems.

- Interruption of battery power.
- Severe electrostatic charge, impact, change in temperature, or change in humidity.
- Hardware problem.

Once the Data Error display appears, you will not be able to input or edit data. In order to return memory to normal (allowing further input and editing of data), you must perform the RESET operation to clear all data. Before doing so, you may want to recall important data and write it down (if you don't already have a copy). You can then re-input the data after clearing the memory.

If you still have trouble after trying the RESET operation, you may have a hardware problem. If so, consult with your nearest CASIO dealer.

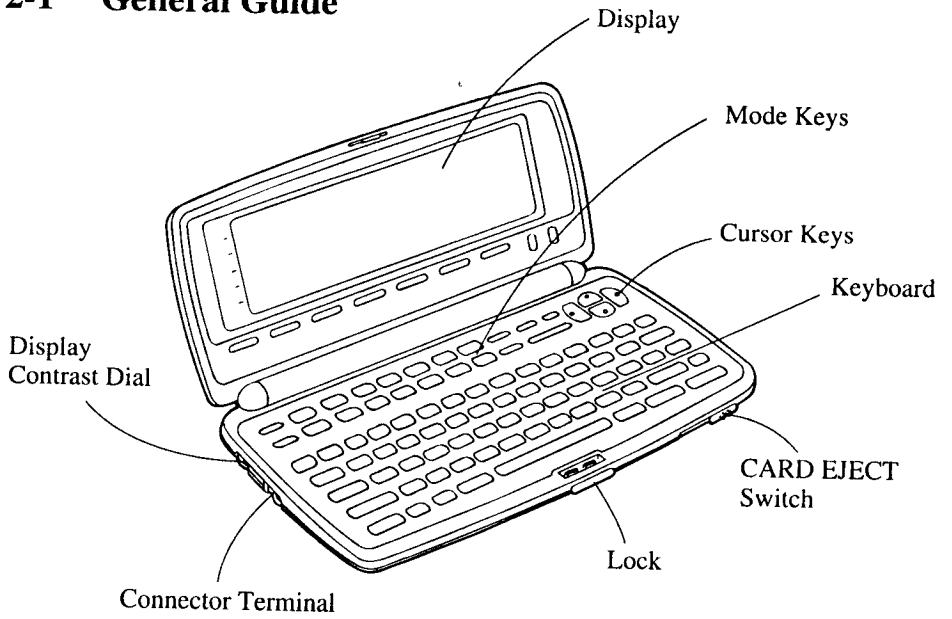
1-2 Weak Battery Messages

Various messages appear on the display to warn you when the main battery or back-up battery power drops below a certain level. Should battery power drop too low, data in memory may be corrupted or lost. Whenever a low battery power message appears on the display, be sure to stop operation of the SF Unit and replace batteries as soon as possible.

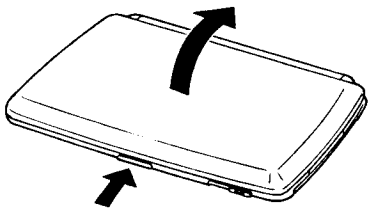
Part 2
Basic Operations

This part of the manual details procedures required for data storage, recall and editing in the versatile data management modes of the SF Unit.

2-1 General Guide



To open the SF Unit



Open the two panels while pressing the lock.

2-2 Power Supply

The SF Unit is powered by two AAA-size batteries, and its memory is protected by a single CR2032 lithium battery. If a low battery power message appears on the display or if the display remains blank when you switch power on, replace batteries as soon as possible.

Caution!

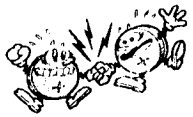
- All data in memory is lost if you remove both the main and back-up batteries at the same time.
- Be sure that you keep a separate copy of all important data that you store in the SF Unit.

Battery Precautions

Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the SF Unit. Note the following precautions.

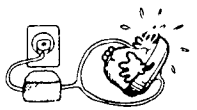
- Be sure that the positive (+) sides of each battery are facing in the correct directions.

- Never mix batteries of different types.



- Never mix old batteries and new ones.

- Never leave dead batteries in the battery compartment.
- Remove the batteries if you do not plan to use the SF Unit for a long period.
- Replace batteries at least once every two years, no matter how much you use the SF Unit during that period.
- Never try to recharge the batteries supplied with the SF Unit.



- Do not expose batteries to direct heat, let them become shorted, or try to take them apart.

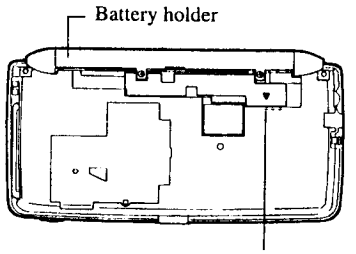
Keep batteries out of the reach of small children. If swallowed, consult with a physician immediately.

Replacing the Main Batteries

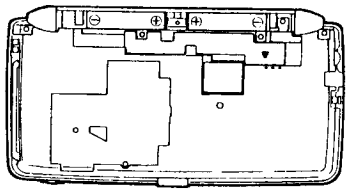
Before replacing the main batteries, note the following precautions.

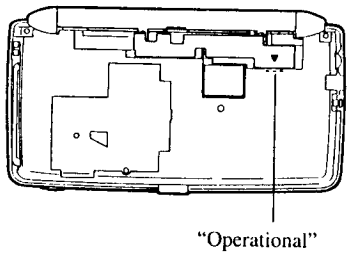
- Do not remove the back-up battery from the SF Unit while main batteries are removed.
- Be sure to replace both batteries at the same time, and do not use an old battery with a new one.

1. Press **OFF** to switch power OFF.
2. Remove the screws that hold the back cover of the SF Unit in place, and remove the back cover.
3. Slide the switch so that the arrow ▼ is aligned with "Main Battery Replacement."



4. Remove the screws that secure the battery holder in place, and remove the holder.
5. Remove both old batteries and replace them with two new ones.
   Make sure that the positive (+) and negative (–) ends are facing correctly.
6. Replace the holder and secure it with its screws.
7. Slide the switch so that the arrow ▼ is aligned with "Operational."
8. Replace the back cover of the SF Unit and fasten it in place using the screws.



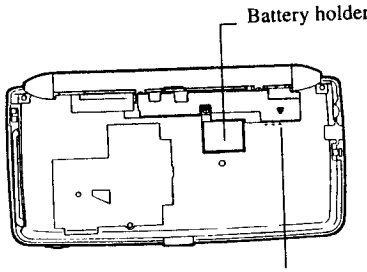


Replacing the Back-up Battery

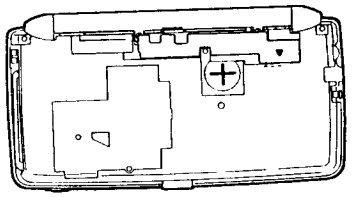
Before replacing the back-up battery, note the following precautions:

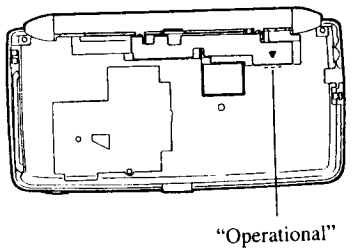
- Do not remove the main batteries from the SF Unit while back-up battery is removed.
- Be sure to replace the back-up battery at least once a year. Otherwise, you run the risk of losing data stored in memory.

1. Press **OFF** to switch power OFF.
2. Remove the screws that hold the back cover of the SF Unit in place, and remove the back cover.
3. Slide the switch so that the arrow ▼ is aligned with "Back-up Battery Replacement."



4. Remove the screw that secures the battery holder in place, and remove the holder.
5. Remove the old battery and replace it with a new one.
   Make sure that the positive (+) side is facing up (so you can see it.)
6. Replace the holder and secure it with its screw.
7. Slide the switch so that the arrow ▼ is aligned with "Operational."
8. Replace the back cover of the SF Unit and fasten it in place using the screws.





2-3 Switching power on and off

After batteries are loaded, use the following procedure to switch power on and off.

To switch power on and off

1. Press **ON** to switch power on.
- Normally the initial screen for the mode that selected when you last switched power off appears on the display. You can also switch on a Start Up Display (page 20) to appear whenever power is switched on.
- If the data error message appears, follow the procedures on page 11.
- If the weak battery message appears, follow the procedures on page 12.

2. Press **OFF** to switch power off.

About the Auto Power Off function

The SF Unit is equipped with an Auto Power Off function that switches power off automatically whenever you do not perform any key operation for about six minutes. To restore power, press **ON**.

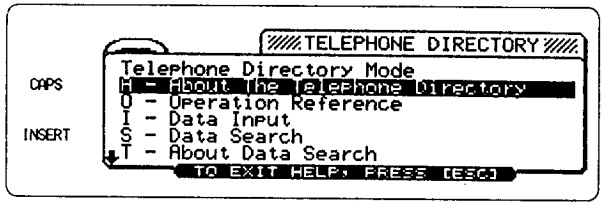
2-4 Help Function

The SF Unit is equipped with powerful help capabilities so you always have access to instant assistance. Whenever you need help with a specific operation, press **HELP** and the SF Unit tells you what you should do.

You also have access to an SF Guide function that gives you more general information on the capabilities of the SF Unit.

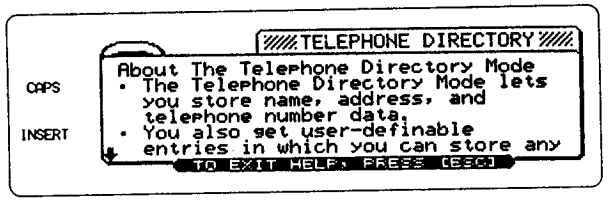
To use the help function

1. While the initial screen of any mode is displayed, press **HELP**.



2. Select the item that you need help on. Either input a letter or use the ▲ or ▼ key to make your selection, and then press **SET**.

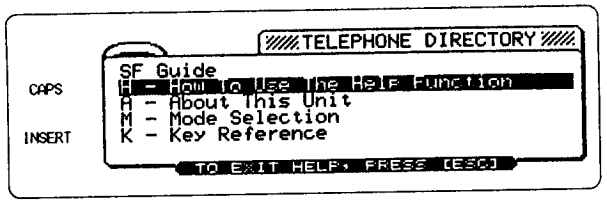
- Note that not all help messages start out with a menu. Sometimes when you press **HELP**, the display changes immediately to the help messages in the next step.


TELEPHONE DIRECTORY
About The Telephone Directory Mode
• The Telephone Directory Mode lets you store name, address, and telephone number data.
• You also set user-definable entries in which you can store any
TO EXIT HELP, PRESS [ESC]
CAPS
INSERT

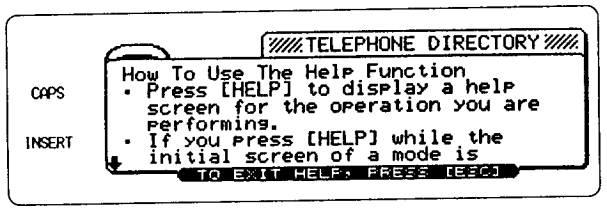
3. While help messages are on the display, you can use ▲, ▼, ⇞, and ⇟ to scroll the display. See "Scrolling the Display" for further details on how to scroll.
4. To exit the help function completely, press **ESC**. To back step through the help screens that you have viewed, press **SHIFT ESC**.

To use the SF Guide

1. Press **SHIFT** and then **SF GUIDE**.



2. Select the item that you need help on. Either input a letter or use the ▲ or ▼ key to make your selection, and then press **SET**.
- Note that not all help messages start out with a menu. Sometimes when you press **SHIFT** and then **SF-GUIDE**, the display changes immediately to the help messages in the next step.


TELEPHONE DIRECTORY
How To Use The Help Function
• Press [HELP] to display a help screen for the operation you are performing.
• If you press [HELP] while the initial screen of a mode is
TO EXIT HELP, PRESS [ESC]
CAPS
INSERT

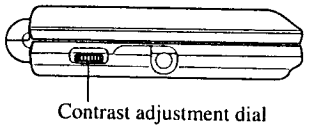
3. While help messages are on the display, you can use ▲, ▼, ⇞, and ⇟ to scroll the display. See "Scrolling the Display" for further details on how to scroll.
4. To exit the help function completely, press **ESC**. To back step through the help screens that you have viewed, press **SHIFT ESC**.

2-5 Basic Set Up

The procedures covered in this section tell you how to perform basic operations and settings on the SF Unit. Many of the operations need to be performed before you use the SF Unit for the first time, and then only occasionally after that.

To adjust the display contrast

Rotate the contrast adjustment dial to adjust the darkness of the characters on the display.



To select a mode

Press one of the mode keys to select the mode you want.

Key	Mode
TO DO	To Do
TEL	Telephone Directory
BUSINESS CARD	Business Card Library
MEMO	Memo Function
FREE FILE	Free File
SPREADSHEET	Spreadsheet
CAL	Calculator
REMINDER	Reminder
SCHEDULE	Schedule Keeper
WEEKLY	Weekly Schedule
CALENDAR	Calendar
HOME TIME	Home Time
WORLD TIME	World Time
CARD	IC Card

About the function menus and submenus

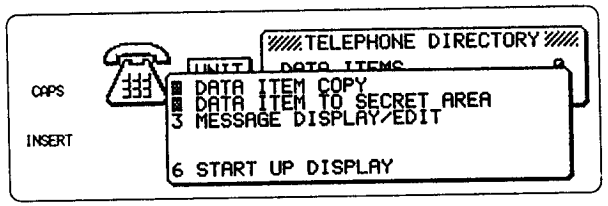
Many of the SF Unit's functions are accessed from *function menus*. A function menu is a list of functions that you select from by pressing a number key.

In some cases, selecting an item from a function menu displays another *submenu* of choices. Once again, you input the number that corresponds to your selection.

To display the function menus

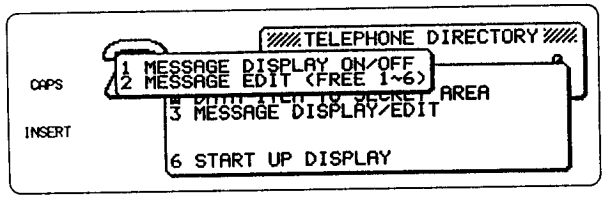
1. In any mode, press **FUNCTION** once to display the first function menu.

2. Press **FUNCTION** once again to display the second function menu.



- In some cases, there may not be a second function menu.

3. To select one of the items on a function menu, input its number.
- To clear the function menu without inputting anything, press **ESC**.
- If your function selection has a submenu, the submenu appears when you input the number to select the function.

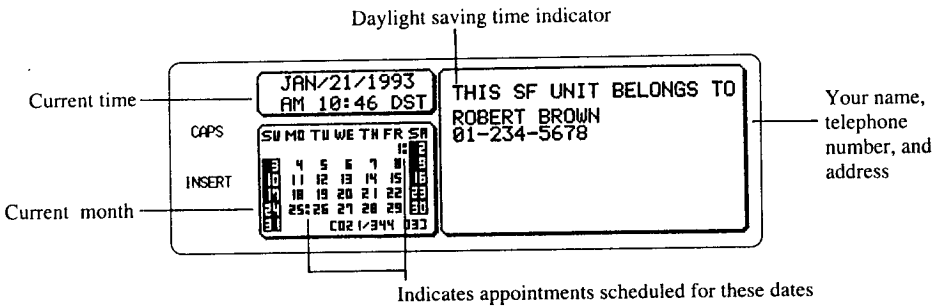


Input the number that corresponds to your choice on the submenu.

- To clear the submenu without inputting anything, press **ESC**.

About the Start Up Display

With the Start Up Display, you can personalize your SF Unit to show your name and address each time power is switched on. The Start Up Display also shows a calendar of the current month along with the current time.

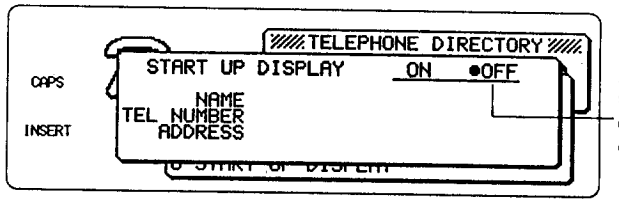


Press **ESC** to clear the Start Up Display.

To change the Start Up Display data

1. Switch SF Unit power on.
2. Press **TEL** to enter the Telephone Directory Mode.
- You could press **TEL, BUSINESS CARD, MEMO, SCHEDULE, REMINDER, FREE FILE, SPREADSHEET,** or **TO DO** here.

3. Press **FUNCTION** twice to display the second function menu, and select START UP DISPLAY.

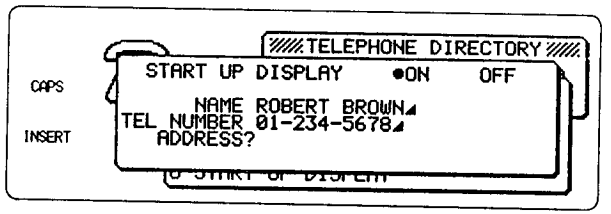


4. Use ◀ and ▶ to switch the Start Up Display on and off. Here, make sure it is switched on.
- If the Start Up Display is switched off, it does not appear when you switch SF Unit power on.

5. Press **NEXT** to advance to NAME input.
6. Input up to 22 characters for your name.
- If you have problems with inputting your name, see "2-6 Inputting Letters, Numbers, and Symbols."
- You cannot use the ↵ key to change lines while inputting your name.

7. After inputting your name, press **NEXT** to advance to TEL NUMBER input and input up to 22 characters for your telephone number.
- If you want to skip this entry, press **NEXT** without inputting anything.
- You cannot use the ↵ key to change lines while inputting your telephone number.

8. After inputting your telephone number, press **NEXT** to advance to ADDRESS input. Here, you can input up to 115 characters, pressing the ↵ key up to four times (separating your input into to 5 lines).
- If you want to skip this entry, press **SET** without inputting anything.



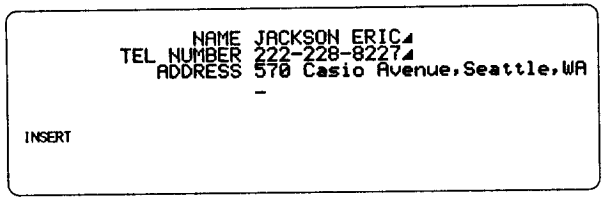
9. After inputting your address, press **SET** to store the data.

- Now, the data you input in the above procedure will appear whenever you switch SF Unit power on.
- To switch the Start Up Display on and off, or to change the Start Up Display contents, repeat the above procedure.

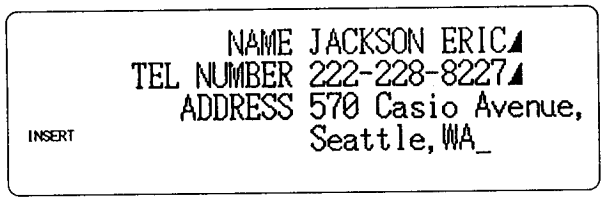
About display character sizes

The dot matrix that is used to form standard-size characters is 6 × 8, and the size of the screen when such characters are used is 40 columns × 10 lines. You can also change the matrix size to 8 × 16 for enlarged characters, which changes the display capacity to 30 columns × 5 lines.

6 × 8 standard



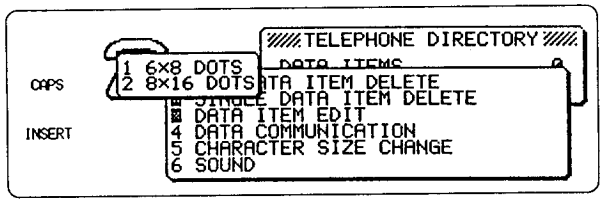
8 × 16 enlarged



Changing to enlarged characters affects input prompts (such as NAME and ADDRESS) and your input data. Messages, data you input into windows, the Start Up Display, the Weekly Schedule Mode screens, and the Next Alarm list are not affected when you change the size of the display characters.

To change the size of the display characters

1. Switch SF Unit power on.
2. Press **FUNCTION** to display the function menu, and select CHARACTER SIZE CHANGE.



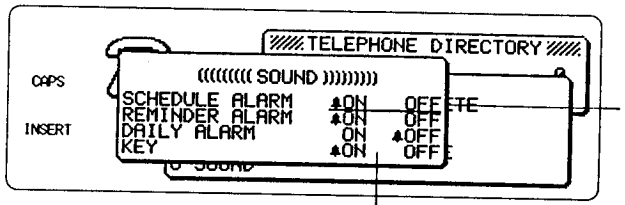
3. Input the number that corresponds to the character size you want to use. As soon as you do, the characters on the display change accordingly.

About the Sound Menu

The Sound Menu gives you centralized control over all of the sound functions of the SF Unit, including its alarms and the key input tone.

To use the Sound Menu

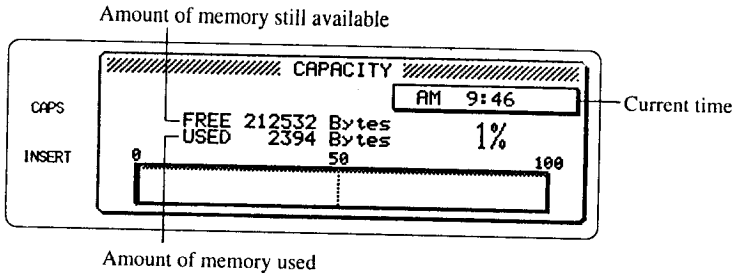
1. Switch SF Unit power on.
2. Press **TEL** to enter the Telephone Directory Mode.
- You could press **TEL, BUSINESS CARD, MEMO, SCHEDULE, WEEKLY, CALENDAR, REMINDER, FREE FILE, HOME TIME, WORLD TIME, SPREADSHEET, TO DO,** or **CARD** here.
3. Press **FUNCTION** to display the function menu, and select SOUND.



4. Use ▲ and ▼ to select a Sound Menu item.
5. Use ◀ and ▶ to switch a sound function on and off.
6. After making the changes you want, press **SET** to register them and clear the Sound Menu.

To check the status of the memory

Hold down the **CAPA** key whenever you want to find out the current memory status.



2-6 Inputting Letters, Numbers, and Symbols

Use the operations described in this section to input letters, numbers, and symbols.

To input letters and numbers

Press the key marked with the letter or number that you want to input.

To input upper-case letters

Press **CAPS** to shift-lock the keyboard between upper-case and lower-case. The indicator "CAPS" shows that the keyboard is shift-locked for upper-case.

- The upper-case/lower-case setting you make with **CAPS** remains in effect until you change it.
- A shift-lock using **CAPS** affects the letter keys only. It does not shift the number keys.

To temporarily shift the keyboard

Press **SHIFT** to temporarily shift the keyboard between upper-case and lower-case letters. The indicator "SHIFT" shows that the keyboard is shifted.

- If the keyboard is shift-locked for upper-case input, pressing **SHIFT** shifts to lower-case for the next letter. If the keyboard is shift-locked for lower-case letters (by the **CAPS** key), pressing **SHIFT** changes to upper-case for the next letter.
- With **SHIFT**, the keyboard remains shifted for input of one character only. As soon as you input one character, the keyboard switches back to the status set by **CAPS**.

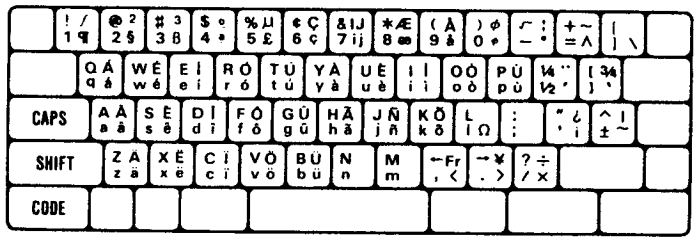
To input punctuation

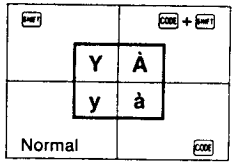
Press **SHIFT** to temporarily shift the keyboard for input of the punctuation symbols marked above the number keys. The indicator "SHIFT" shows that the keyboard is shifted.

- The keyboard remains shifted for input of one punctuation symbol only.

To input other characters and symbols

Press **CODE** to input other special characters and symbols. The following table shows all of the characters that are available using the **CODE** key in combination with the **SHIFT** key.





2-7 Other Keys Used During Data Input

This section describes a number of other keys that perform special tasks during data input.

About the [NEXT] key

Press this key to move from one data entry (field) to the next one. With some data, pressing **NEXT** inserts a NEXT symbol (◢) into the data. Note that NEXT symbols are counted as characters, and they are shown on the display only while you are inputting data, not when you are recalling it.

About the ↵ key

Press this key to change lines inside a data entry (field). Pressing ↵ inserts a newline symbol (↵) into the data. Note that newline symbols are counted as characters, and they are shown on the display only while you are inputting data, not when you are recalling it.

About the [SET] key

This key stores the data you are inputting into memory. It is important to note that none of the data you are inputting is stored in memory until you press **SET**. This means that if you input data and switch SF Unit power off before pressing **SET**, that data is not stored in memory.

Important!
The above information about the **SET** key does not apply in the Free File Mode. Data input in the Free File Mode goes directly into memory, regardless of whether or not you press **SET**.

About the [ESC] key

This key cancels the operation that is currently in progress and returns to the screen that was shown before you entered the current operation. You can think of **ESC** as a kind of "interrupt key."

2-8 Inputting Dates and Times

Certain data items require you to input dates and times. The following procedures tell you what you need to know to input dates and times correctly.

About date input formats

When you input a date, you input the year, month, and day, following each input by pressing the **TIME/DATE** key. When you input the year, you can use 2-digit input for 20th century dates, but you must input all four digits for 21st century dates.

Examples

To input March 4, 1993
1993 **TIME/DATE** 3 **TIME/DATE** 4 **TIME/DATE** or
93 **TIME/DATE** 3 **TIME/DATE** 4 **TIME/DATE**

To input March 4, 2003
2003 **TIME/DATE** 3 **TIME/DATE** 4 **TIME/DATE**

About time input

When you have to input a time, the SF Unit always assumes "00" for the minutes. This means that you do not have to input anything for the minutes unless you want to change the default setting from "00". To input a time, input values for the hour and minutes, following each input by pressing the **TIME/DATE** key. Remember to specify AM or PM if you are using the 12-hour timekeeping format.

Examples

To input 9:00 PM (24-hour timekeeping)
21 **TIME/DATE** **TIME/DATE**

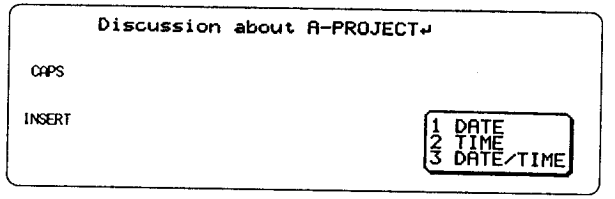
To input 9:30 PM (12-hour timekeeping)
9 **TIME/DATE** 30 **P** **TIME/DATE**

About the Date/Time Stamp

The Date/Time stamp of the SF Unit makes it quick and easy to input the current date and time. Simply press a key and select what you want from the submenu that appears.

To use the Date/Time Stamp

1. Move the cursor to the location where you want to input the date and/or time.
2. Press **SHIFT** and then **TIME/DATE**.



3. Input the number that corresponds to the data you want to input. The following shows what each selection produces.
   1 Date: JAN/26/1993
   2 Time: 8:00 AM
   3 Date/Time: JAN/26/1993 8:00 AM

2-9 Moving the Cursor

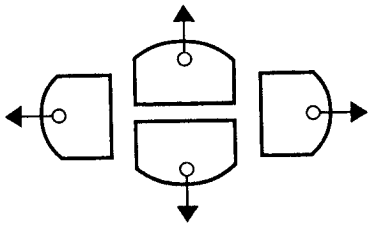
This section includes information on cursor movement and display scrolling that is applicable in all modes.

About the cursor

The cursor is a small blinking horizontal line on the display that shows where the next character will be input when you press a key. The cursor is on the display while you are initially inputting data, and when you are editing data. It is also shown on windows that require data input from you.

To move the cursor

Move the cursor around the display using the ▲, ▼, ◀, and ▶ cursor keys. Note that the actual cursor keys of the SF Unit are not marked with arrows, but we use arrow keys in the manual for ease of understanding. The following illustration shows what keys the manual's symbols refer to.



◀ — Use this key to move the cursor to the left. Pressing **SHIFT** ◀ causes the cursor to jump to the far left of the line it is in.

▶ — Use this key to move the cursor to the right. Pressing **SHIFT** ▶ causes the cursor to jump to the far right of the line it is in.

▲ — Use this key to move the cursor up. Pressing **SHIFT** ▲ causes the cursor to jump to the beginning (first character) of the data you are inputting.

▼ — Use this key to move the cursor down. Pressing **SHIFT** ▼ causes the cursor to jump to the end (to the right of the last character) of the data you are inputting.

- Holding down any cursor key causes the cursor to move in the corresponding direction at high speed.

2-10 Display Formats and Scrolling the Display

There are two basic display formats for SF Unit data: *Index Display* and *Data Display*. The Index Display shows an abbreviated version of the data stored in a mode, allowing you to scroll quickly through the data and find what you want. The following table shows the contents of the Index Display in each mode.

Mode	Index Display Contents
To Do	Initial characters of DESCRIPTION
Telephone Directory	NAME and TELEPHONE NUMBER
Business Card Library	EMPLOYER, NAME and TELEPHONE NUMBER
Memo	First line of memo
Free File	Filename
Reminder	DATE, TIME and initial characters of DESCRIPTION
Schedule Keeper	Time and initial characters of DESCRIPTION. Also includes Reminder 1 and Reminder 2 items.

Telephone Directory

```
        ANDERSON JACK          234-228-8333
        BENSON THOMAS          631-343-8888
        BUSH MARY              234-228-9199
        JACKSON EMILY          222-228-8227
        LLOYD JAMES            567-645-8090
        PALMER JEAN            234-228-5421
INSERT  SMITH DIANA            567-645-3233
        WILSON KEN             234-228-4321
```

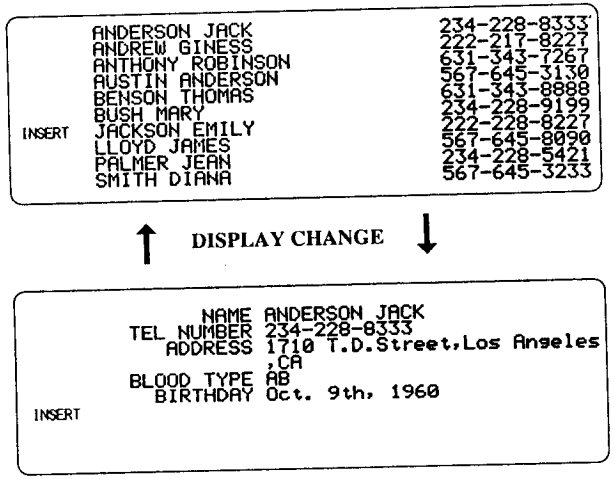
The Data Display shows all of the details for the data stored.

To switch from the Index Display to the Data Display

1. Enter the mode whose data you want to view.
2. Use one of the data search procedures (page 62) to search for the data you want. The result of a search operation is always in the Index Display format.
3. Use ▲ and ▼ to move the data item whose Data Display you want to change to into the top line of the Index Display.
4. Press **DISPLAY CHANGE** to change to the Data Display of the data item that is in the top line of the Index Display.

To switch from the Data Display to the Index Display

1. Press **DISPLAY CHANGE** to change back to the Index Display with the item whose Data Display you were viewing in the top line of the Index Display.



You can scroll the data on the display using the ▲, ▼, ⏫, and ⏬ keys. The ▲ and ▼ keys are the cursor keys, which act as display scroll keys when the cursor is not shown. How each key operates depends on the mode and the display format.

General Scrolling — Index Display

- Use ▲ and ▼ to scroll the data line-by-line.
- Use ⏫ and ⏬ to scroll the data screen-by-screen.

General Scrolling — Data Display

- Use ▲ and ▼ to scroll the data line-by-line. Pressing ▲ while you are at the top line scrolls to the previous sequential data item. Pressing ▼ while you are at the bottom line scrolls to the next sequential data item.
- Use ⏫ and ⏬ to scroll the data item-by-item.

Schedule Keeper Mode Scrolling — Index Display

- Use ▲ and ▼ to scroll the data line-by-line. Pressing ▲ while you are at the top line scrolls to the previous sequential date. Pressing ▼ while you are at the bottom line scrolls to the next sequential date.
- Use ⏫ and ⏬ to jump to the nearest date that contains data.

Schedule Keeper Mode Scrolling — Data Display

- Use ▲ and ▼ to scroll the data line-by-line. Pressing ▲ while you are at the top line scrolls to the previous sequential date. Pressing ▼ while you are at the bottom line scrolls to the next sequential date.
- Use ⏫ and ⏬ to scroll the data item-by-item within the currently displayed date.

Calendar Mode Scrolling

- Use ▲ and ▼ to scroll the calendars month-by-month. This type of scrolling is not available when the date cursor is flashing in the calendar.
- Use ⏫ and ⏬ to scroll the calendars two months at a time.

2-11 Editing Data

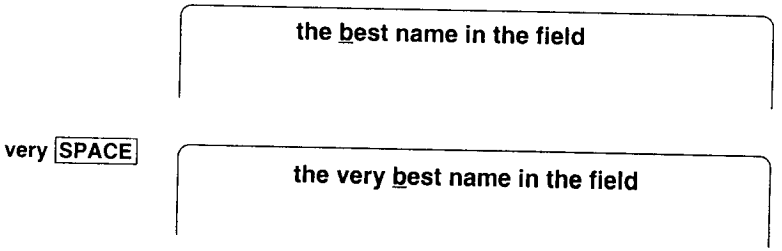
The following describes the basics of editing data on the display. It does not include information about entering the editing mode. Such information is contained in another section of this manual.

About the [INS] key

Press this key to switch between the Insert Mode and the Overwrite Mode.
In the Insert Mode (which is indicated by the "INSERT" indicator on the display), characters are inserted between the characters at the cursor location as you input them.

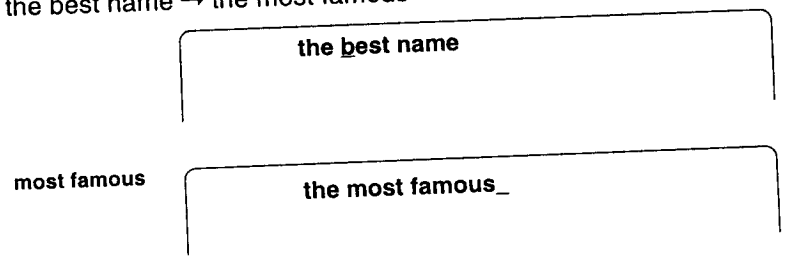
Insert Example

the best name in the field → the very best name in the field



In the Overwrite Mode (no indicator), characters replace the characters at the cursor location as you input them.

the best name → the most famous



To change one character to another

1. Move the cursor to the character you want to change.
2. If the SF Unit is not in the Overwrite Mode, press **INS** to clear the INSERT indicator from the display.
3. Press the key marked with the character you want to change to.

To insert characters

1. Move the cursor to the location of the insertion.
2. If the SF Unit is not in the Insert Mode, press **INS** so that the INSERT indicator is shown on the display.
3. Input the characters you want.

To delete a character using [DEL]

1. Move the cursor to the character you want to delete.
2. Press **DEL**.

- The character at the cursor location is deleted, and the space is filled in.

To delete a character using [BS]

1. Move the cursor so it is to the right of the character you want to delete.
2. Press **BS**.

- The cursor shifts to the left, deleting the character that was there, and the space is filled in.
- Holding down **BS** deletes characters at high speed.

Part 3
Data Management Functions

This part of the manual details procedures required for data storage, recall and editing in the versatile data management modes of the SF Unit.

3-1 Telephone Directory Mode

The Telephone Directory mode lets you input names, telephone numbers, and addresses. It also provides a total of six user-definable items that you can use to record birthdays, hobbies, or any other information. Each item can contain up to 384 characters (including next and newline symbols).

About Telephone Directory items and entries

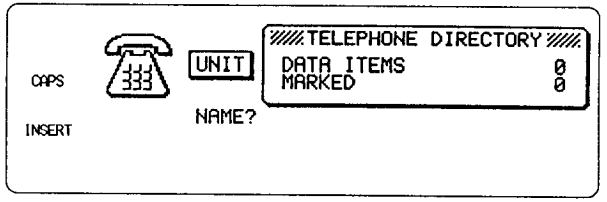
Telephone Directory information is stored in units called items. Each item is made up of the following nine entries:

NAME	ADDRESS
TEL NUMBER	FREE 1 – FREE 6

"FREE" entries can be used for any type of data you want. You can even change the FREE labels.

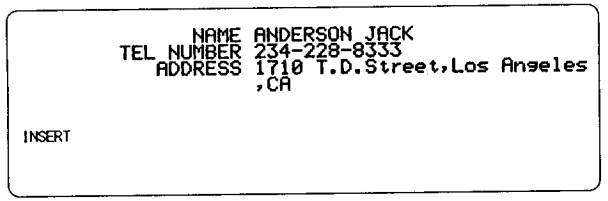
To enter the Telephone Directory Mode

Press **TEL** to enter the Telephone Directory and display its initial screen.



To input Telephone Directory data

1. Enter the Telephone Directory.
2. Press **CLEAR** to clear the initial Telephone Directory screen and change to the "NAME" prompt.
- You can skip step 2 and begin name input directly from the initial Telephone Directory screen.
3. Input the name of the person.
- It is best to input the last name first, because Telephone Directory data is automatically sorted by the name entry.
- A Telephone Directory item must have a name entry. Other entries can be skipped by pressing **NEXT**. You can store a Telephone Directory item by pressing **SET** at any point after you input a name entry.
4. After inputting a name, press **NEXT** to advance to telephone number input.
5. Input the telephone number.
6. After inputting a telephone number, press **NEXT** to advance to address input.
7. Input the address.
8. After inputting an address, press **NEXT** to advance to the first user-definable item.
9. Input any other information you want using the user-definable entries.
10. After inputting data, press **SET** to store it.



To change a FREE entry label

1. Enter the Telephone Directory.
2. Press **FUNCTION** twice to display the second function menu, and select MESSAGE DISPLAY/EDIT.
3. Press **2** to select MESSAGE EDIT (FREE 1 ~ 6).
4. Use ▲ and ▼ to move the cursor between the FREE labels.
5. When the cursor is located at the label you want to change, input the label you want to change to.
- Labels can be up to 12 characters long.
6. After making changes, press **SET** to store them.
- The labels you create with the above procedure appear as prompts when you are inputting Telephone Directory data.

To switch entry labels on and off

1. Enter the Telephone Directory.
2. Press **FUNCTION** twice to display the second function menu and select MESSAGE DISPLAY/EDIT.
3. Press **1** to select MESSAGE DISPLAY ON/OFF.
- As soon as you make this selection, the Telephone Directory Mode labels are immediately switched to their opposite status (from on to off, or from off to on).
- Switching the labels off provides more room on the display for your input data.

3-2 Business Card Library Mode

The Business Card Library mode lets you store company names, telephone numbers, and addresses, along with personal names, positions, departments, fax numbers, and host of other important business data. It also provides a total of six user-definable items that you can use to record any other information. Each item can contain up to 384 characters (including next and newline symbols).

About Business Card Library items and entries

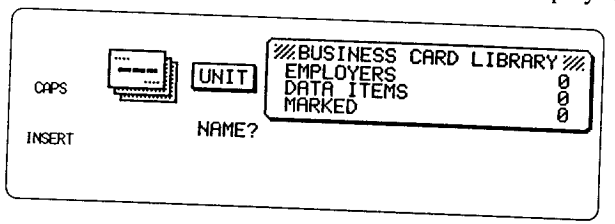
Business Card Library information is stored in units called items. Each item is made up of the following nine entries:

NAME	DEPARTMENT	TELEX NUMBER
EMPLOYER	P.O. BOX	FAX NUMBER
TEL NUMBER	ADDRESS	FREE 1 – FREE 6
POSITION		

"FREE" entries can be used for any type of data you want. You can even change the FREE labels.

To enter the Business Card Library Mode

Press **BUSINESS CARD** to enter the Business Card Library and display its initial screen.



To input Business Card Library data

1. Enter the Business Card Library.
2. Press **CLEAR** to clear the initial Business Card Library screen and change to the "NAME" prompt.
- You can skip step 2 and begin name input directly from the initial Business Card Library screen.
3. Input the name of the person.
- It is best to input the last name first, because Business Card Library data under the same employer is automatically sorted by the name entry.
- A Business Card Library item must have a name and employer entry. Other entries can be skipped by pressing **NEXT**.
4. After inputting a name, press **NEXT** to advance to employer name input and input the name of the employer.
5. After inputting an employer name, press **NEXT** to advance to telephone number input and input the telephone number.
6. After inputting a telephone number, press **NEXT** to advance to the position name input and input the position.
7. Continue to input the department, P.O. Box, address, telex number and fax number as it is prompted on the display. Press **NEXT** without inputting anything to skip an entry.
8. After the fax number entry, input for the first FREE entry is prompted, so you can input any other information you want, using the user-definable entries.
9. After inputting data, press **SET** to store it.

To change a FREE entry label

1. Enter the Business Card Library.
2. Press **FUNCTION** twice to display the second function menu, and select MESSAGE DISPLAY.
3. Press **2** to select MESSAGE EDIT (FREE 1 ~ 6).
4. Use ▲ and ▼ to move the cursor between the FREE labels.
5. When the cursor is located at the label you want to change, input the label you want to change to.
- Labels can be up to 12 characters long.
6. After making changes, press **SET** to store them.

- The labels you create with the above procedure appear as prompts when you are inputting Business Card Library data.

To switch entry labels on and off

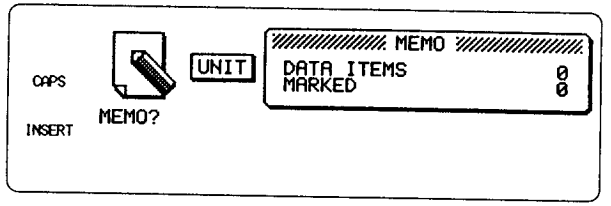
1. Enter the Business Card Library.
2. Press **FUNCTION** twice to display the second function menu and select MESSAGE DISPLAY/EDIT.
3. Press **1** to select MESSAGE DISPLAY ON/OFF.
- As soon as you make this selection, the Business Card Library Mode labels are immediately switched to their opposite status (from on to off, or from off to on).
- Switching the labels off provides more room on the display for your input data.

3-3 Memo Mode

You can input Memo Mode data by adding new memos to end of data already in memory, or you can insert new memo data between two existing Memo Mode items. Each Memo Mode item can contain up to 384 characters (including newline symbols).

To enter the Memo Mode

Press **MEMO** to enter the Memo Mode and display its initial screen.

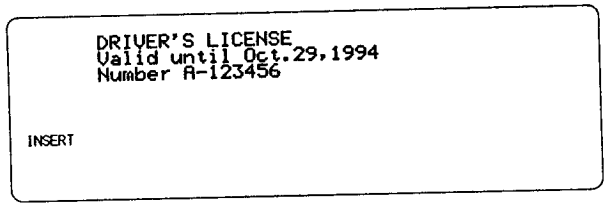


To input Memo Mode data

1. Enter the Memo Mode.
2. Press **CLEAR** to clear the initial Memo Mode screen and display the "MEMO" prompt.
- You can skip step 2 and begin memo input directly from the initial Memo Mode screen.
3. Input the first line of memo data you want to store.
- The first line of memo data is the memo's name. Use a descriptive title as the first line.
- Memo Mode data is not sorted. Items are stored in the order they are input.
4. Input the rest of your data.

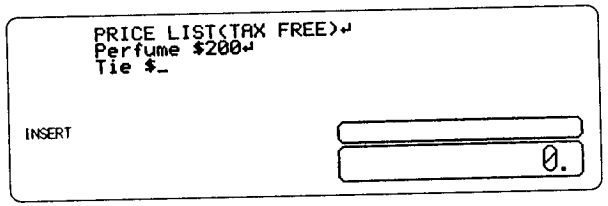
5. After inputting data, press **SET** to store it.

- You can press **SET** at any point in the above procedure to store the data you have input up to that point.

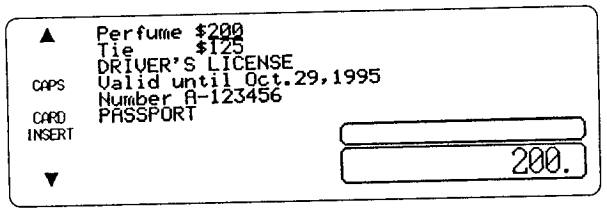


About the calculation window

The calculation window lets you perform basic arithmetic calculations without leaving the Memo Mode. To display the calculation window, press **MEMO CAL** any time you are inputting or editing data, or when you are displaying data in a Memo Mode Data Display.



If there is a value located anywhere in the top line, that value is underlined. The value is also automatically input into the calculation window. You can move the location of the underlining on the Memo Mode Data Display using the cursor keys. Each time you press a cursor key, the underlining jumps to the next value in the Memo Mode data on the screen.

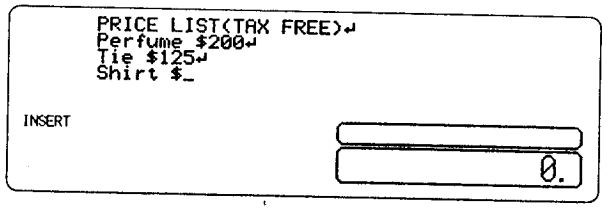


After you open the calculation window, you can perform addition, subtraction, multiplication and division using the same key operations as you do in the Calculator Mode. You can even use the **M+**, **M–**, **MR**, and **MC** keys for memory storage of a value. This memory can be used to transport a value between the calculation window and the Calculator Mode.

After you finish your calculation, you can input the result into the Memo Mode as data.

To use the calculation window

1. Enter the Memo Mode.
2. If you are planning to input the calculation result at the current cursor position, start input or editing (page 71) of a memo. If not, you can open the calculation window from a Data Display.
3. When you want to open the calculation window, press **MEMO CAL**.



4. Perform the calculation in the calculation window.
5. After you obtain a calculation result, press ↵.

- If you started a data input or editing operation in step 2, above, pressing ↵ automatically inputs the calculation result at the current cursor location.
- If you opened the calculation window from a Data Display, pressing ↵ inputs the calculation window as a new data memo (at the end of the memos currently stored in memory). Press **SET** to store the new data item.
- You can press **ESC** at any time in the above procedure to close the calculation window without inputting anything into the Memo Mode data.

To insert a new memo between two existing memos

1. Enter the Memo Mode.
2. Use the search procedures described under "Searching for Data" on page 62 to find the memo you want to come after the new memo you are about to input.
3. Using the procedure described under "Index Search", move the name of the memo you want to come after the new memo into the top line of the Index Display.
4. Input the new Memo Mode data.
5. Press **SHIFT** followed by **SET** to store the new memo above the memo you selected in step 3.

- If you press **SET** without pressing **SHIFT**, the new memo is automatically stored at the end of the memo data already in memory. The **SHIFT** key tells the unit to store the new memo above the memo you selected in step 3.

To rearrange the sequence of existing memos

1. Enter the Memo Mode.
2. Use the search procedures described under "Searching for Data" on page 62 to find the memo you want to move.

- You can use either the Index Display or the Data Display for the move operation.

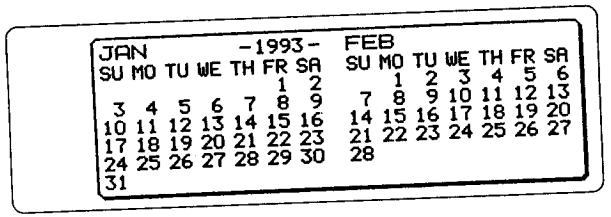
3. Using the procedure described under "Index Search", move the name of the memo you want to move into the top line of the Index Display.
4. Press **FUNCTION** twice to display the second function menu, and then select DATA ITEM MOVE.
5. The memo you are moving appears along with the prompt "WHERE". Use the cursor keys (page 27) to move the memo that you want to come sequentially after the one you selected in step 3 into the top line of the display.
6. Press **SET** to store the memo in its new location.

3-4 Calendar Mode

The calendar is programmed to display full-month calendars of any month from January 1901 through December 2099. Markers appear on the calendar to show what days you have appointments scheduled.

To enter the Calendar Mode

Press **CALENDAR** to enter the Calendar Mode.



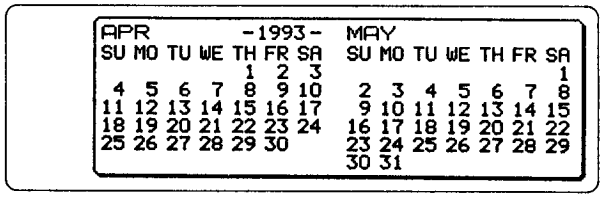
Active calendar

- Note that the month on the left side of the display is the "active" calendar. All operations that you perform in the Calendar Mode affects the "active" calendar only.
- The above operation displays the calendar that contains the current date of the Home Time.
- If you press **CALENDAR** while in the Home Time display, the calendar appears with the current date flashing .
- When you press **CALENDAR** while in the Schedule Keeper Mode, the calendar that contains the Schedule Keeper date you were viewing appears, with the Schedule Keeper date you were viewing selected by the date cursor.
- When you press **CALENDAR** while in the Weekly Schedule Mode, the calendar that contains the Weekly Schedule week you were viewing appears, with the date that was selected in the Weekly Schedule Mode selected by the date cursor.

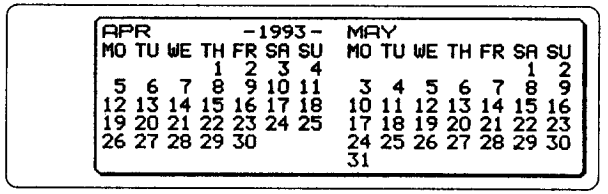
To change the calendar format

1. Press **CALENDAR** to enter the Calendar Mode.
2. Press **FUNCTION** to display the function menu and select CALENDAR FORMAT.
3. Press **1** to select the Sunday-to-Saturday format, or **2** to select the Monday-to-Sunday format. As soon as you make a selection, the calendar display appears with the format you selected.

Sunday-to-Saturday format

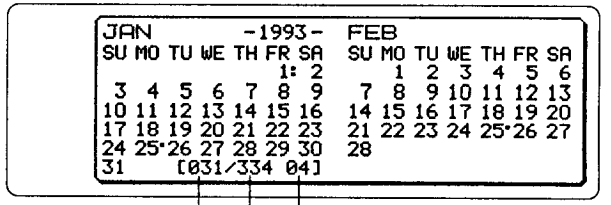


Monday-to-Sunday format



About the date cursor

A flashing date in a calendar is selected by the date cursor. If the calendar on the left side of the display does not have a date cursor in it, press ▶ to make the date cursor appear at the first date in the calendar, or ◀ to make it appear at the last date. You can also make the date cursor appear at any specific date by inputting the date. For example, pressing **1 2** causes the 12th to start flashing in the displayed calendar.


JAN -1993- FEB
SU MO TU WE TH FR SA SU MO TU WE TH FR SA
1: 2 1 2 3 4 5 6
3 4 5 6 7 8 9 7 8 9 10 11 12 13
10 11 12 13 14 15 16 14 15 16 17 18 19 20
17 18 19 20 21 22 23 21 22 23 24 25 26 27
24 25 26 27 28 29 30 28
31 [031/334 04]
Number of weeks from the beginning of the year up to the weeks that contains the date selected by the date cursor
Number of days from the date selected by the date cursor to the end of the year.
Number of days from the beginning of the year up to the date selected by the date cursor.

You can move the date cursor around the calendar using the cursor keys. If you press ◀ while a far left date is selected, the date cursor moves up one line, to the far right date. If you press ▶ while a far right date is selected, the date cursor moves down one line, to the far left date. If you press ▲ while a date in the top line of a calendar is selected, the display changes to the previous month, with the date cursor located in the bottom line. If you press ▼ while a date in the bottom line of a calendar is selected, the display changes to the following month, with the date cursor located in the top line.

Holding down any of the cursor keys moves the date cursor at high speed.
To clear the date cursor from a calendar, press **ESC**.

To scroll through calendars

1. Press **CALENDAR** to enter the Calendar Mode.
2. Use ▲ and ▼ to scroll sequentially through the calendars month-by-month. Holding down either key scrolls at high speed.

- The above procedure works only when the date cursor is not flashing in the calendar. To clear the date cursor from the calendar, press **ESC**.

3. Use ⏫ and ⏬ to scroll sequentially through the calendars screen-by-screen (two months at a time). Holding down either key scrolls at high speed.

To jump to a specific calendar

1. While in the Calendar Mode, press **CLEAR**.
2. Input the year and month for the calendar you want to view, pressing **TIME/DATE** after each input.
3. If you want to display the calendar for the year and month you specified (without a date cursor), press **CALENDAR**. If you want to display the calendar with a date cursor, input the date before you press **CALENDAR**.

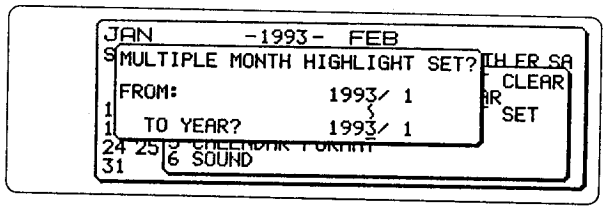
To highlight and unhighlight specific dates

1. Press **CALENDAR** to enter the Calendar Mode.
2. Display the calendar that contains the date you want to highlight.
3. Use the date cursor to select the date you want to highlight.
4. Press **SET** to highlight the date selected by the date cursor. To unhighlight the date, select it and press **SET** again.

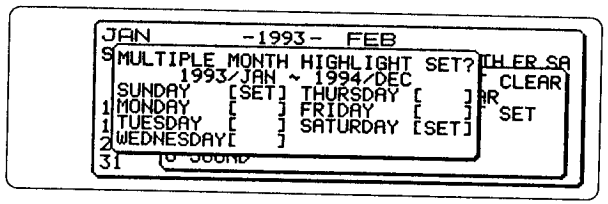
To highlight days of the week for multiple months

1. Press **CALENDAR** to enter the Calendar Mode.
2. Display the calendar from where you want highlighting to start.

3. Press **FUNCTION** to display the function menu, and select MULTIPLE MONTH HIGHLIGHT SET.



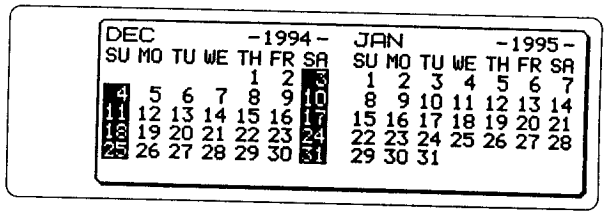
4. Input the year and month of the calendar where you want highlighting to end, pressing **TIME/DATE** after each input.
5. Use the cursor keys to move the cursor around the day of the week selection window and select the day of the week you want to highlight. Press **MARK** to register your selection.



- The word "SET" appears in the brackets next to the day of the week you register for highlighting.
- To unregister a day of the week for highlighting, move the cursor under its "SET" specification and press **MARK**.

6. Perform step 5 as required to specify one or more days of the week for highlighting.
7. After specifying the days of the week, press **SET** to highlight them.

- All of the dates for the days of the week you specified in step 5 are highlighted within the range of calendars you specified in steps 2 through 4.



To unhighlight all dates in a specific month

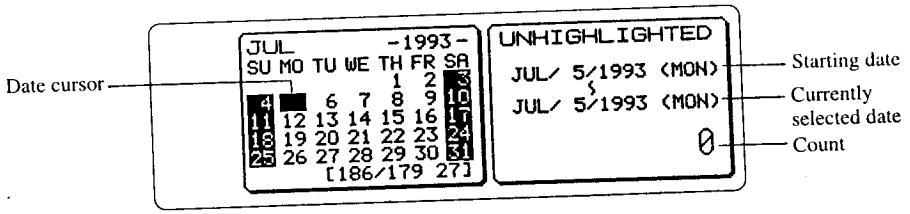
1. Press **CALENDAR** to enter the Calendar Mode.
2. Display the calendar for the month whose dates you want to unhighlight.
3. Press **FUNCTION** to display the function menu and select ONE-MONTH HIGHLIGHT CLEAR.
4. Press **SET** to clear all highlights from the month.

To unhighlight all dates up to a specific month

1. Press **CALENDAR** to enter the Calendar Mode.
2. Press **FUNCTION** display the function menu and select MULTIPLE MONTH HIGHLIGHT CLEAR.
3. Input the year and month of the calendar where you want unhighlighting to end, pressing **TIME/DATE** after each input.
4. Press **SET** to clear all highlights from January 1901 up to the month you specified above.

To count working days in the calendar

1. Press **CALENDAR** to enter the Calendar Mode.
2. Display the calendar that contains the date you want to start the count from, and select that date with the date cursor.
3. Press **TIME/DATE** and the working day count screen appears.



4. Use the cursor key to move the date cursor around the calendar. As you do, the count value changes to show you how many working (unhilighted) dates there are between the date you started from and the date that is currently selected by the date cursor.
   - You can press **TIME/DATE** at any point to change the starting date of the count to the date that is currently selected by the date cursor.
5. To clear the working date count screen and return to the standard Calendar Mode screen, press **CALENDAR** or **ESC**.

To enter the Schedule Keeper Mode from the Calendar Mode

While in the Calendar Mode, press **SCHEDULE** to enter the Schedule Keeper Mode.

- If the date cursor was flashing in the month in the left of the Calendar Mode screen, the Schedule Keeper Mode screen for that date appears first.
- If the date cursor was not flashing in the Calendar Mode screen, the Schedule Keeper Mode screen for today's date appears first.

To enter the Weekly Schedule Mode from the Calendar Mode

While in the Calendar Mode, press **WEEKLY** to enter the Weekly Schedule Mode.

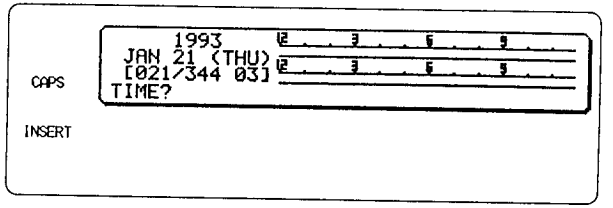
- If the date cursor was flashing in the month in the left of the Calendar Mode screen, the Weekly Schedule Mode screen for that date appears first.
- If the date cursor was not flashing in the Calendar Mode screen, the Weekly Schedule Mode screen for today's date appears first.

3-5 Schedule Keeper Mode

The Schedule Keeper lets you input the time and a description for each of your appointments. You can even set Schedule Alarms to remind you when to get ready for your appointments. When you input data for a date, a marker appears next to that date on the calendar. Each Schedule Keeper data can contain up to 384 characters, including newline symbols.

To enter the Schedule Keeper Mode

Press **SCHEDULE** to enter the Schedule Keeper.

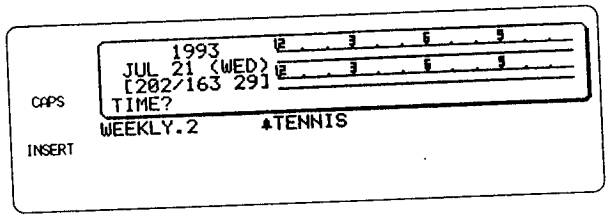


- At this time the Schedule Keeper screen for the current Home Time date appears.

About Schedule Keeper data

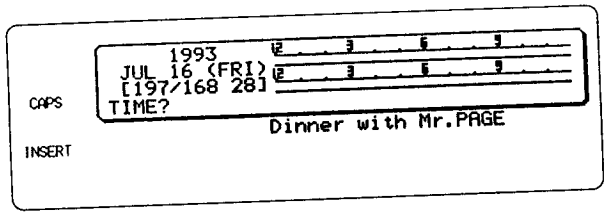
There are five types of data that can appear on a Schedule Keeper screen.

- **Reminder Mode data**



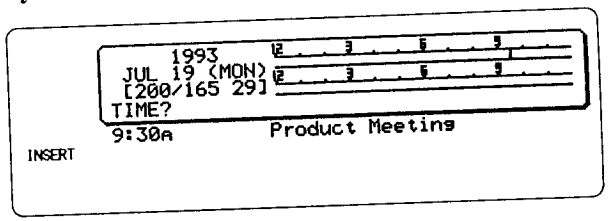
This type of data is created using the Reminder 1 Mode and the Reminder 2 Mode. Note that Reminder 1 daily reminders are not displayed in the Schedule Keeper Mode.

- **No time data**



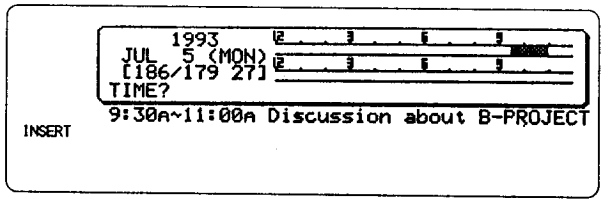
This type of data includes a description of the appointment, but not start time or end time.

- **Start time only data**



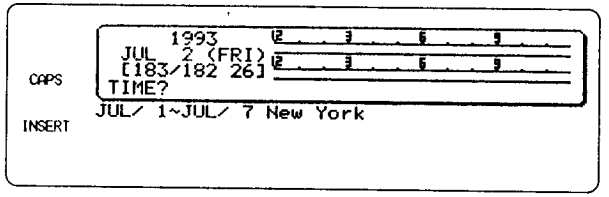
This type of data includes a start time only, but no end time. It may or may not include a description.

- **Start time ~ end time data**



This type of data includes both a start time and an end time. It may or may not include a description.

- **Multiple date data**



This type of data spans more than one date.

When you have more than one entry within the same date in the Schedule Keeper, the data is sorted at shown below.

Sequence	Time Data	Remarks
1	Multiple Date	Schedule Keeper data that spans more than one date.
2	ANNI. 1	Reminder 1 data
3	ANNI. 2	Reminder 2 data
4	MONTHLY. 1	Reminder 1 data
5	MONTHLY. 2	Reminder 2 data
6	WEEKLY. 2	Reminder 2 data
7	None	When there are multiple no-time entries, they are arranged in the order they are input.
8	None	
9	10:00	When there are multiple entries with the same time, they are arranged in the order they are input.
10	10:00	
11	11:00 ~ 11:15	Start time ~ end time data is sorted according to the start time only.
12	11:15 ~ 12:00	
13	11:30	This item comes after item 12 because it is later than item 12's start time.

To jump to a Schedule Keeper date

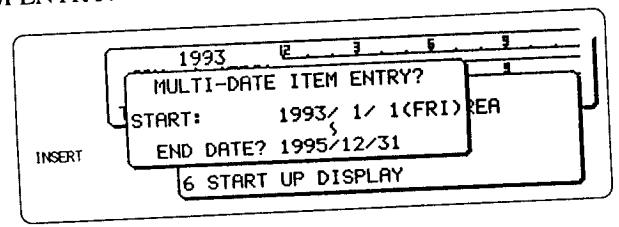
1. Press **SHIFT** followed by **CLEAR**.
2. Input the year and month, pressing **TIME/DATE** after each input.
3. Input the date and press **SCHEDULE** to jump to the date you specified.

To input Schedule Keeper data for a single date

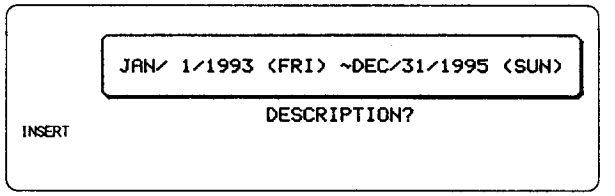
1. Enter the Schedule Keeper and display the date for which you want to input data.
2. Press **CLEAR**.
- You can skip this step.
3. Input the starting time of the appointment, pressing **TIME/DATE** between the hour and the minutes.
- To create a Schedule Keeper entry with a description only (without start time or end time), advance directly to step 7 below instead of inputting a time.
4. Press **TIME/DATE** after inputting the minutes.
- To create a Schedule Keeper entry with a start time and description only (without any end time), press **NEXT** (to advance directly to step 7 below) instead of **TIME/DATE**.
- To create a Schedule Keeper entry with a start time only (without any end time or description), press **SET** (to complete the input procedure) instead of **TIME/DATE**.
5. Input the ending time of the appointment, pressing **TIME/DATE** between the hour and the minutes.
6. Press **NEXT**.
- To create a Schedule Keeper entry with a start time and end time only (without any description), press **SET** (to complete the input procedure) instead of **NEXT**.
7. Input a description of the appointment.
- If you want to set a Schedule Alarm, press **NEXT** after inputting the description.
8. After inputting the data, press **SET** to store it.

To input Schedule Keeper data for multiple dates

1. Enter the Schedule Keeper and display the date from where you want the multiple-date item to start.
2. Press **FUNCTION** twice to display the second function menu, and then select MULTI-DATE ITEM ENTRY.



3. Input the ending year, month, and date, pressing **TIME/DATE** after each input.



4. Input the description of the multiple-date item.
5. Press **SET** to store the item.

To set a schedule alarm

1. Enter the Schedule Keeper and input data.
2. After inputting the description, press **NEXT**.
- You can press **NEXT** without inputting anything for the description.
3. Input the Schedule Alarm time. Use ▶ and ◀ to move between the hour and minutes.
- You can skip this input if you want the Schedule Alarm time to be the same as that for the schedule data time.
- If the item already has a Schedule Alarm, you can delete it by pressing **DEL** while the Schedule Alarm time is selected by the cursor.
4. The Schedule Alarm is automatically set for your Home Time city. If you want to change to another city, press **FUNCTION** to display the function menu and select WORLD ALARM TIME CITY CHANGE or WORLD ALARM TIME ZONE CHANGE. Use the procedures described under "To change the World Time city using the city list" and "To change the World Time city using the world map" to change the city setting for the alarm.
5. After inputting the data, press **SET** to store it into memory.
- The Schedule Alarm setting is cleared from the display when you press **SET**.

To switch schedule alarms on and off

1. Press **FUNCTION** to display the function menu and select SOUND.
2. Use ▲ and ▼ to move the underline on the SOUND menu under SCHEDULE ALARM.
3. Use ◀ and ▶ to switch the schedule alarms on and off.
4. Press **SET** to store your setting and clear the SOUND menu.

About Schedule Alarms

When a Schedule Alarm time is reached, an alarm sounds for 20 seconds and the corresponding Schedule Keeper data appears (even if the unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

Note the following important points when you are using a Schedule Alarm.

- The alarm indicator and time are automatically cleared after the alarm time is reached.
- Schedule alarms can only be set for Schedule Keeper entries that include time data. If you set a Schedule Alarm for a Schedule Keeper entry with time data and then later clear the time data, the Schedule Alarm is also cleared automatically.
- If a Schedule Alarm time is reached while you are entering or editing the entry for that Schedule Alarm, the alarm does not sound until you complete work on the item (by pressing **SET**).
- The Schedule Alarm does not sound if the Schedule Alarm time is reached during data communications.
- The alarm may fail to sound of battery power is low.

To view an entry's current schedule alarm setting

1. Enter the Schedule Keeper and recall the date whose Schedule Alarm settings you want to view. Use one of the search procedures described under "3-12 Searching for Data."
2. Press **SHIFT** **NEXT** ▷ to show the Schedule Alarm setting for the entry in the top line of the date you are viewing.
3. To clear the Schedule Alarm time, press **ESC**.

To enter the Calendar Mode from the Schedule Keeper Mode

While in the Schedule Keeper Mode, press **CALENDAR** to enter the Calendar Mode. In the Calendar Mode, the calendar that contains the Schedule Keeper date you were viewing in the left of the Calendar Mode screen, with the date selected by the date cursor.

To enter the Weekly Schedule Mode from the Schedule Keeper Mode

While in the Schedule Keeper Mode, press **WEEKLY** to enter the Weekly Schedule Mode. In the Weekly Schedule Mode, the week that contains the Schedule Keeper date you were viewing appears, with the date selected by the date cursor.

3-6 Weekly Schedule Mode

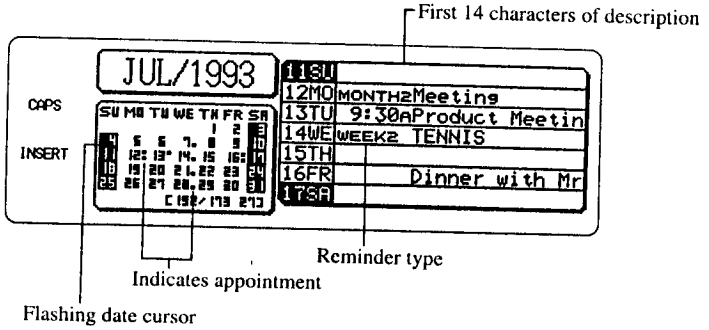
The Weekly Schedule Mode gives you two handy overviews of all appointments you have scheduled for an entire week.

To enter the Weekly Schedule Mode

1. Press **WEEKLY** to enter the Weekly Schedule Mode and display its Weekly Schedule Screen.

2. While in the Weekly Schedule Mode, press **WEEKLY** to switch between the Weekly Schedule Screen and the Weekly Schedule Graph.

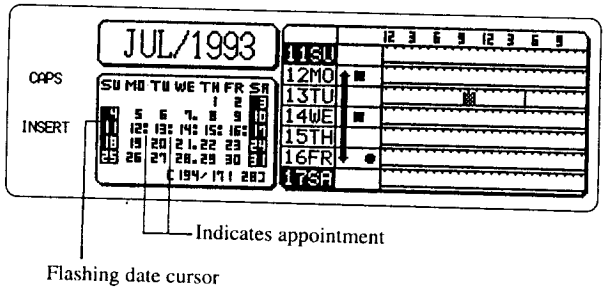
About the Weekly Schedule Screen



The following table shows the symbols used in this screen and what they mean.

Symbol	Meaning
↕	Start date for a multi-date item
▮	Date inside of a multi-date item
↕	End date for a multi-date item
◆	Multi-date item where the start date and end date are the same.
10:00A	Scheduled time for first appointment for that date.
ANNI1	Reminder 1 data
ANNI2	Reminder 2 data
MONTH1	Reminder 1 data
MONTH2	Reminder 2 data
WEEK2	Reminder 2 data

About the Weekly Schedule Graph



The following table shows the symbols used in this screen and what they mean.

Symbol	Meaning
▲ ‖ ▼	Start date for a multi-date item Date inside of a multi-date item End date for a multi-date item
■	Reminder data
●	Item without time.
I	Start time of appointment
▒	Appointment time frame
▬	Time frame with multiple appointments
25	Highlighted date

To scroll through weeks

1. Press **WEEKLY** to enter the Calendar Mode.
2. Use ▲ and ▼ to move the date cursor up and down on the display. Pressing ▲ while the date cursor is at the top of the display automatically changes to the previous week's display. Pressing ▼ while the date cursor is at the bottom changes to the following week's display. Holding down either key moves the date cursor at high speed.
3. Use ⏫ and ⏬ to scroll sequentially week-by-week. Holding down either key scrolls at high speed.

To jump to a specific week

1. While in the Weekly Schedule, press **CLEAR**.
2. Input the year and month for the week you want to view, pressing **TIME/DATE** after each input.
3. Input a date in the week you want to view and press **WEEKLY**.

To enter the Schedule Keeper Mode from the Weekly Schedule Mode

Pressing **SCHEDULE** while in the Weekly Schedule Mode displays the Schedule Keeper Mode screen for the date that was selected by the date cursor in the Weekly Schedule Mode.

To enter the Calendar Mode from the Weekly Schedule Mode

Pressing **CALENDAR** while in the Weekly Schedule Mode displays the calendar that contains the date that was selected by the date cursor in the Weekly Schedule Mode. That date is also selected by the date cursor in the Calendar Mode.

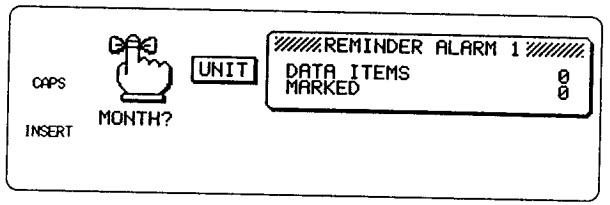
- Note that you have to access the secret memory area (page 61) in order to view secret memory area data on the Weekly Schedule screens. If you do not access the secret memory area, only open memory are data appears.

3-7 Reminder 1 Mode

The Reminder 1 Mode helps you keep track of events that occur once a year, once a month, or once a day. You can input a reminder message which appears at preset times. Each reminder can contain up to 384 characters, including newline symbols.
Note that Reminder alarms do not sound while you are inputting, editing, or deleting data.

To enter the Reminder 1 Mode

Press **REMINDER** once to enter the Reminder 1 Mode and display its initial screen.



About Reminder 1 Mode data

The data you input for a reminder appears on the corresponding date in the Schedule Keeper. You can also set reminder alarms that sound at specific times on the corresponding dates.

There are three types of Reminder 1 Mode reminders.

- **Annual reminder**
  This type of reminder appears in the Schedule Keeper on the same date every year. To create an annual reminder, you must input values for the month and the date.
- **Monthly reminder**
  This type of reminder appears in the Schedule Keeper on the same date each month. To create a monthly reminder, you should input a hyphen for the month and a value for the date.
- **Daily reminder**
  This type of reminder does not appear in the Schedule Keeper, but sounds an alarm and displays its messages daily. To create a daily reminder, you should input hyphens for the month and the date.

The following shows how Reminder Mode 1 data is sorted when it is stored.

Sequence	Reminder Data	Remarks
1	Annual - no time	When there is more than one items of the same type, they are arranged in the order they are input.
2	Annual - with time	
3	Monthly - no time	
4	Monthly - with time	
5	Daily - no time	
6	Daily - with time	

To input Reminder 1 data

1. Enter the Reminder 1 Mode.
2. Press **CLEAR**.
- You can skip this step.
3. Input either values or hyphens for the month and date, depending on the type of Reminder 1 data you want to create. Press **TIME/DATE** after each input.
4. Input the time that you want the Reminder 1 alarm to sound. Input the hour, press **TIME/DATE**, input the minutes, and then press **NEXT**.
- You must input a time.
5. Input a description of the reminder.
6. After inputting the data, press **SET** to store it into memory.

About reminder alarms

When a reminder alarm time is reached, an alarm sounds for 20 seconds and the corresponding Reminder 1 Mode data appears (even if the unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

Note the following important points when you are using a reminder alarm.

- If a reminder alarm time is reached while you are inputting or editing the reminder for that alarm, the alarm does not sound until you complete work (by pressing **SET**).
- The reminder alarm does not sound if the reminder alarm time is reached during data communications.
- The alarm may fail to sound if battery power is low.

To switch reminder alarms on and off

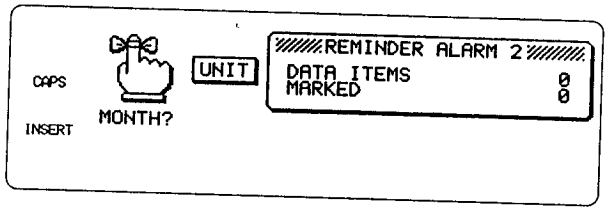
1. Press **FUNCTION** to display the function menu and select SOUND.
2. Use ▲ and ▼ to move the underline on the SOUND menu to REMINDER ALARM.
3. Use ◀ and ▶ to switch the reminder alarms on and off.
4. Press **SET** to store your setting and clear the SOUND menu.

3-8 Reminder 2 Mode

Like the Reminder 1 Mode, the Reminder 2 Mode helps you keep track of events that occur once a year, once a month, or once a day. The difference is that you can specify data occurring on a specific day during a specific week. You can also input a reminder message which appears at preset times. Each reminder can contain up to 384 characters, including newline symbols.
Note that Reminder alarms do not sound while you are inputting, editing, or deleting data.

To enter the Reminder 2 Mode

Press **REMINDER** twice to enter the Reminder 2 Mode and display its initial screen.



About Reminder 2 Mode data

The data you input for a reminder appears on the corresponding date in the Schedule Keeper. You can also set reminder alarms that sound at specific times on the corresponding dates.

There are three types of Reminder 2 Mode reminders.

- **Annual reminder**
  This type of reminder appears in the Schedule Keeper on the same day of the same week during the same month every year. For example, you can specify an annual reminder for Wednesday of the second week in June. To create an annual reminder, you must input values for the month, week, and day.
- **Monthly reminder**
  This type of reminder appears in the Schedule Keeper on the same day of the same week every month. For example, you can specify a monthly reminder for Wednesday of the second week of each month. To create a monthly reminder, you should input a hyphen for the month, and values for the week and day.
- **Weekly reminder**
  This type of reminder appears in the Schedule Keeper on the same day of the week every week. For example, you can specify a weekly reminder for Wednesday of each week. To create a weekly reminder, you should input hyphens for the month, week, and day.

The following shows how Reminder 2 Mode data is sorted when it is stored.

Sequence	Reminder Data	Remarks
1	Annual - no time	When there is more than one item of the same type, they are arranged in the order they are input.
2	Annual - with time	
3	Monthly - no time	
4	Monthly - with time	
5	Weekly - no time	
6	Weekly - with time	

To input Reminder 2 data

1. Enter the Reminder 2 Mode.
2. Press **CLEAR**.
- You can skip this step.
3. Input either values or hyphens for the month, week and day depending on the type of Reminder 2 data you want to create. Press **TIME/DATE** after each input.
4. Input the time that you want the Reminder 2 alarm to sound. Input the hour, press **TIME/DATE**, input the minutes, and then press **NEXT**.
- You must input a time.
5. Input a description of the reminder.
6. After inputting the data, press **SET** to store it into memory.

About reminder alarms

When a reminder alarm time is reached, an alarm sounds for 20 seconds and the corresponding Reminder 2 Mode data appears (even if the unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

Note the following important points when you are using a reminder alarm.

- If a reminder alarm time is reached while you are inputting or editing the reminder for that alarm, the alarm does not sound until you complete work (by pressing **SET**).
- The reminder alarm does not sound if the reminder alarm time is reached during data communications.
- The alarm may fail to sound if battery power is low.

To switch reminder alarms on and off

1. Press **FUNCTION** to display the function menu and select SOUND.
2. Use ▲ and ▼ to move the underline on the SOUND menu to REMINDER ALARM.
3. Use ◀ and ▶ to switch the reminder alarms on and off.
4. Press **SET** to store your setting and clear the SOUND menu.

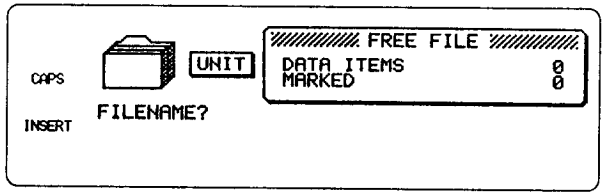
3-9 Free File Mode

The Free File Mode lets you use filenames to create files for data storage. The amount of data you can store in the Free File Mode or any of its files is limited only by total memory capacity.

Important!
Unlike other modes, the Free File Mode inputs data directly into memory. This means data is stored, even if you don't press the **SET** key. This means you should be very careful to make sure you are inputting data correctly.

To enter the Free File Mode

Press **FREE FILE** to enter the Free File Mode and display its initial screen.



To input Free File Mode data

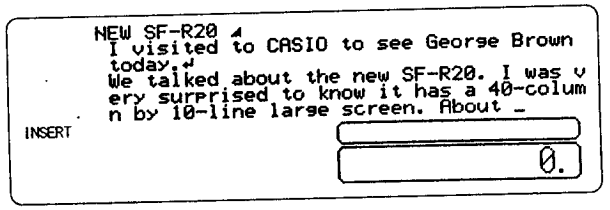
1. Enter the Free File Mode.
2. Press **CLEAR**.
- You can skip this step.
3. Input the name you want to use for the file.
4. Press **NEXT**.
- If you input a filename that matches one already stored in memory, the contents of that file appear on the display. If there is no matching filename in memory, the prompt "DATA" appears for new data input.
5. Input the data you want to store in the file.
6. Though you do not need to press **SET** to store Free File Mode data, you might want to press **SET** here to clear the cursor from the display.

About the calculation window

The calculation window available in the Memo Mode can also be used in the Free File Mode.

To use the calculation window

1. Enter the Free File Mode.
2. Input the name of a file, and start input or editing data (page 71).
3. When you want to open the calculation window, press **MEMO CAL**.


NEW SF-R20
I visited to CASIO to see George Brown today.
We talked about the new SF-R20. I was very surprised to know it has a 40-column by 10-line large screen. About _
INSERT
0.

4. Perform the calculation in the calculation window.
5. After you obtain the calculation result, press ↵ to automatically input the calculation result at the current cursor location.

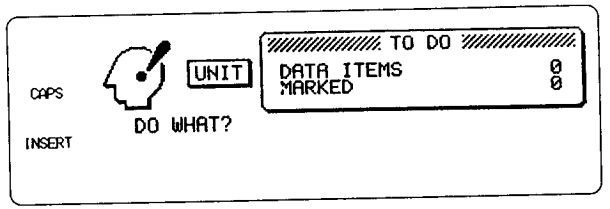
- You can press **ESC** at any time in the above procedure to close the calculation window without inputting anything into the Free File data.

3-10 To Do Mode

The To Do Mode gives you a handy list of things to do. You can input To Do data by adding new items to end of those already in memory, or you can insert new items data between two existing items. Each To Do Mode item can contain up to 384 characters (including next and newline symbols).

To enter the To Do Mode

Press **TO DO** to enter the To Do Mode and display its initial screen.



To input To Do Mode data

1. Enter the To Do Mode.
2. Press **CLEAR**.

- You can skip this step screen.

3. Input the text you want in the To Do list.

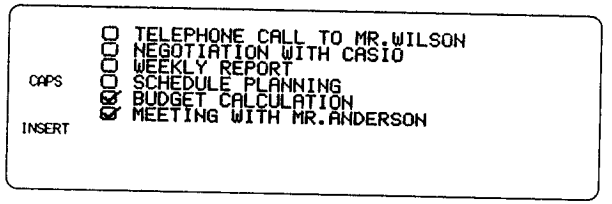
- A check box is automatically inserted at the beginning of the To Do item. After you finish the task described in the To Do list, you can check it or delete it.

4. After inputting data, press **SET** to store it.

About the To Do list

Items in the To Do list are not sorted. They are displayed in the same sequence as they are input.

There are two types of items: *unchecked items* and *checked items*. Unchecked items come first in the To Do list, and they always start with a blank box. Checked items are at the bottom of the To Do list, and they start with a box that has a check mark inside.



To insert a new To Do item between two existing items

1. Enter the To Do Mode.
2. Use the search procedures described under "Searching for Data" on page 62 to find the item you want to come after the new item you are about to input.
3. Using the procedure described under "Index Search", move the name of the item you want to come after the new item into the top line of the Index Display.
4. Input the new To Do Mode data.
5. Press **SHIFT** followed by **SET** to store the new item above the item you selected in step 3.

- If you press **SET** without pressing **SHIFT**, the new item is automatically stored at the end of the unchecked To Do list items already in memory. The **SHIFT** key tells the SF Unit to store the new item above the item you selected in step 3.

To rearrange the sequence of existing To Do items

1. Enter the To Do Mode.
2. Use the search procedures described under "Searching for Data" on page 62 to find the item you want to move.

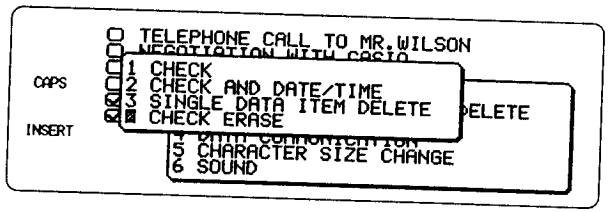
- You can use either the Index Display or the Data Display for the move operation.

3. Using the procedure described under "Index Search", move the item you want to move into the top line of the Index Display.

4. Press **FUNCTION** twice to display the second function menu, and then select DATA ITEM MOVE.
5. The item you are moving appears highlighted on the display along with the prompt "WHERE". Use the cursor keys (page 27) to move the item you selected in step 3 to its new location.
6. Press **SET** to store the item in its new location.

To check and uncheck To Do items

1. Enter the To Do Mode.
2. Use the search procedures described under "Searching for Data" on page 62 to find the item you want to check or uncheck.
3. Using the procedure described under "Index Search", move the item you want to check or uncheck into the top line of the Index Display.
4. Press **FUNCTION** to display the function menu, and then select DONE DATA ITEM CHECK/DELETE.



5. A submenu appears to give you a number of options to choose from. Input a number to select the option you want.

1 CHECK
This option inserts a check mark into the box at the beginning of the item you selected in step 3, and moves it to the bottom of the To Do list.

2 CHECK AND DATE/TIME
This option inserts a check mark into the box at the beginning of the item you selected in step 3, and moves it to the bottom of the To Do list. It also lets you mark the item with the current date only, or the current date along with the current time. When you select this option, another menu appears with the choices 1 DATE and 2 DATE/TIME. Input the number that selects the option you want.

3 SINGLE DATA ITEM DELETE
This option deletes the item you selected in step 3.

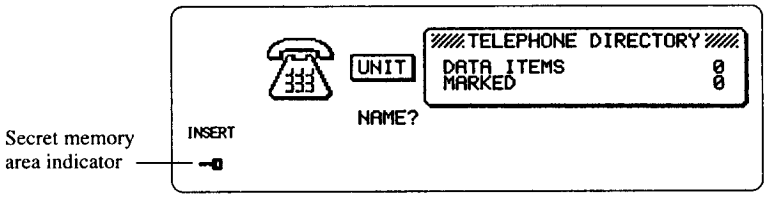
4 CHECK ERASE
This option is available when the item you selected in step 3 is already checked, and selecting it unchecks the item. The unchecked item is then moved to the bottom of the list of any other unchecked items.

3-11 Secret Function

The Secret Function lets you create a secret memory area to keep your personal data private. You can store Telephone Directory, Business Card Library, Memo, Schedule Keeper, Weekly Schedule, Reminder 1 & 2, Free File, To Do, and Spreadsheet Mode data in the secret memory area.

To create a secret area

1. Enter any of the modes whose data can be stored in the secret area.
2. Press 🔑 to display the password input screen.
3. Input the word you want to use as your secret password.
- You can use up to 160 letters, numbers and symbols in a password.
4. Press 🔑 again to store the password.
- After a short while, an initial secret area screen appears for the mode you selected in step 1 above.
  The following shows an example display for the Telephone Directory.



5. While in the secret area, you can change modes, input data, edit data, recall data, and delete data using the same procedures you would use in the open (non-secret) memory area.
6. To exit the secret area (and return to the open area), press 🔑.
- At this time, the "key" indicator disappears from the display.

To access an existing secret area

1. Enter any of the modes whose data can be stored in the secret area.
2. Press 🔑 to display the password input screen.
3. Input the password.
4. Press 🔑 again to access the secret area for the mode you selected in step 1 above.

To edit an existing password

1. While in the secret area, press **CLEAR** and then 🔑 to display the currently registered password.

2. Press **FUNCTION** to display the function menu, and select PASSWORD EDIT.
- The password reappears with the cursor. Make any changes in the password you want.
3. After editing the password, press ↵ to store the new password.

To transfer data from the open area to the secret area

1. While not in the secret area, enter any of the modes whose data can be stored in the secret area.
2. Search for and display the data you want to move.
3. Press **FUNCTION** twice to display the second function menu, and select DATA ITEM TO SECRET AREA. At this time, a prompt appears asking you for the password registered for the secret area.
4. Input the correct password and press ↵.
5. Once you successfully access the secret memory area, a message appears confirming whether or not you want to complete the transfer. Press **SET** to transfer the selected data, or **ESC** to abort the operation.
- When you transfer data to the secret area, it is automatically deleted from the open area.

To transfer data from the secret area to the open area

1. Enter any of the modes whose data can be stored in the secret area.
2. Access the secret area.
3. Search for and display the data you want to move.
4. Press **FUNCTION** twice to display the second function menu and select DATA ITEM TO OPEN AREA.
5. A message appears confirming whether or not you want to complete the transfer. Press **SET** to transfer the selected data, or **ESC** to abort the operation.
- When you transfer data to the open area, it is automatically deleted from the secret area.

3-12 Searching for Data

The versatile search capabilities of the SF Unit let you find any data item you want quickly and easily. You can confine your search to a particular mode, or you can search all the modes for the information you need. The following is a guide to the type of search procedure you should use to perform specific searches.

Search Procedure	Explanation
Index Search	Use Index Search to scroll through the Index Display of the data until you find the item you want.
Mode Initial Character Search	Search to search the mode you are in for all data items that contain a specific entry whose initial characters match characters you input.
Mode General Search	Search to search the mode you are in for all data items that contain a specific entry that contains characters you input anywhere in that entry.
Global Initial Character Search	Use Global Initial Character Search to search for initial entries (the first entry in a mode — NAME in the Telephone Directory, for example) containing characters that match characters you input as their initial characters. In the Business Card Library Mode, both the EMPLOYER and NAME entries are checked. You can specify a Global Initial Character Search for the mode you are in or for all modes.
Global General Search	Use Global General Search to search for initial entries (the first entry in a mode — NAME in the Telephone Directory, for example) containing characters that match characters you input anywhere. In the Business Card Library Mode, both the EMPLOYER and NAME entries are checked. You can specify a Global General Search for the mode you are in or for all modes.
Alpha Index Search	Use Alpha Index Search to produce a list of all data items in a specific mode that start with the character you select.

Index Search

The Index Search procedure lets you scroll through data items using the Index Display (page 28) of the mode you are in. You can use Index Search to move the data item you want to the top of the display to select it. Index Search is performed using the following keys.

Key	Operation
▲	Scrolls up line-by-line.
▼	Scrolls down line-by-line.
▲▲	Scrolls up screen-by-screen.
▼▼	Scrolls down screen-by-screen

None of the above key operations work if you are already at the top or the bottom of the data in the mode you are in.

Schedule Keeper Index Search

The Schedule Keeper Index Search acts a bit differently from the Index Search in other modes. Note the following.

Key	Operation
▲	Scrolls up line-by-line.
▼	Scrolls down line-by-line.
▲▲	Jumps to the next date in the past that contains Schedule Keeper data.
▼▼	Jumps to the next date in the future that contains Schedule Keeper data.

The ▲▲ and ▼▼ key operations do not work if there is no date that contains data in the past or future.

Mode Initial Character Search

You can use Mode Initial Character Search in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder 1 & 2, Free File, and To Do Modes. With Mode Initial Character Search, you input specific characters that you want to find, and the SF Unit searches for all data items in the mode you are in whose corresponding entries start with those characters. If you specify characters for a single entry (such as the NAME entry), the unit searches for all data items that contain the characters you specify at the beginning of only the entry where you input them. If you specify characters for more than one entry (such as the NAME and ADDRESS entry), the unit searches for all data items that contain the characters you specify at the beginning of entries.

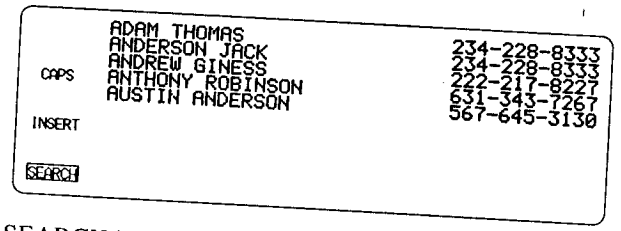
To use Mode Initial Character Search

1. Enter one of the modes where you can use Mode Initial Character Search.
2. Press **CLEAR** to display the input prompt for the mode you are in.

- You can skip step 2 and begin name input directly from the initial screen of the mode you are in.

3. Input the data you want to search for.
- You can input characters for one or more entries, and you can input one or more character per entry. The more characters you input, the more exact the search.
- In the Schedule Keeper Mode, you can input the starting time of data you want to search for, pressing **TIME/DATE** between the hour and the minutes. Note that if you input search data for both the TIME and DESCRIPTION entries, the search is performed based on the DESCRIPTION only.
- In the Reminder 1 & 2 Modes, you can input a date as search data, pressing **TIME/DATE** between each part of the date. Note that if you input search data for both the date and DESCRIPTION entries, the search is performed based on the DESCRIPTION only.
- In the Free File Mode, you can search for a specific filename only.
- Remember that with Mode Initial Character Search, the SF Unit checks only the entries where you input search data. This means that if you input the characters "New" for the EMPLOYER entry of the Business Card Library, for example, Mode Initial Character Search would recall all data items whose EMPLOYER entries start with the characters "New". It would not recall, for example, a data item with an ADDRESS entry starting with "New York" (unless you specified "New" as search data for the ADDRESS entry also).

4. Press **INITIAL** to start the search. The SF Unit produces an Index Display of all items whose data matches your search data.



- To clear the SEARCH indicator (and cancel the search), press **ESC**.

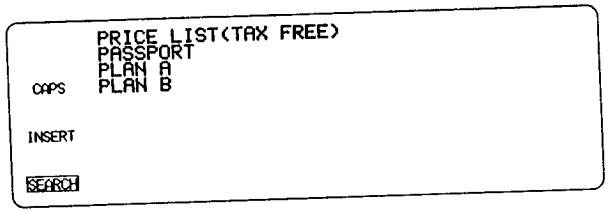
5. Scroll through the Index Display using Index Search. When the item you want is in the top line of the Index Display, you can press **DISPLAY CHANGE** to switch to its Data Display.

Mode General Search

You can use Mode General Search in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder 1 & 2, Free File, and To Do Modes. With Mode General Search, you input specific characters that you want to find, and the SF Unit searches for all data items in the mode you are in whose corresponding entries contain those characters anywhere. You can specify characters for only one or for more than one of the entries in the mode you are in.

To use Mode General Search

1. Enter one of the modes where you can use Mode General Search.
2. Use the same input procedures as those described in steps 2 and 3 under "To use Mode Initial Character Search."
3. Press **SHIFT** and then **GENERAL** to start the search. The SF Unit produces an Index Display of all items whose data matches your search data.



- To clear the SEARCH indicator (and cancel the search), press **ESC**.

4. Scroll through the Index Display using Index Search. When the item you want is in the top line of the Index Display, you can press **DISPLAY CHANGE** to switch to its Data Display.

To use Mode General Search to locate all times within a specific range in the Schedule Keeper Mode

1. Enter the Schedule Keeper.
2. At this time, you could press **CLEAR** to display the "TIME" prompt.

- You can skip step 2 and begin input directly from the initial Schedule Keeper screen.

3. Input the start time, pressing **TIME/DATE** between the hour and the minutes.
4. Press **TIME/DATE** again.
5. Input the end time, pressing **TIME/DATE** between the hour and the minutes.
6. Press **SHIFT** followed by **GENERAL** to start the search. An index display appears, showing all the entries that match your specification.

- To clear the SEARCH indicator (and cancel the search), press **ESC**. The search is also canceled when you change modes, or by any data edit or input.

7. Scroll through the index display using ▲ and ▼.
8. When the entry you want is in the second line of the display, you can press **DISPLAY CHANGE** to switch to its data display.

About Schedule Keeper searches for time data

The following illustrates how the Mode General Search in the Schedule Keeper looks for data according to time specifications you make.

Data Stored in Memory:

10:00 AM	10:30 AM ~ 12:00 PM
10:00 AM ~ 11:00 AM	11:00 AM
10:30 AM	

Mode Search Specification (specific time): 10:30AM
Items found:

10:00 AM ~ 11:00 AM	10:30 AM ~ 12:00 PM
10:30 AM	

Mode Search Specification (time range): 10:00 AM ~ 11:00 AM
Items found:

10:00 AM	10:30 AM
10:00 AM ~ 11:00 AM	10:30 AM ~ 12:00 PM

- If you specify both TIME and DESCRIPTION data as search data, the unit conducts the search according to the DESCRIPTION data only.

Global Search

Global search gives you a choice between two search types: all data items and mode data items. When you select all data items, the unit searches through the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder 1, Reminder 2, Free File, and To Do Modes for the data you want. If you select mode data items, the search covers only the mode you are in.

About Manual Input and Auto Input

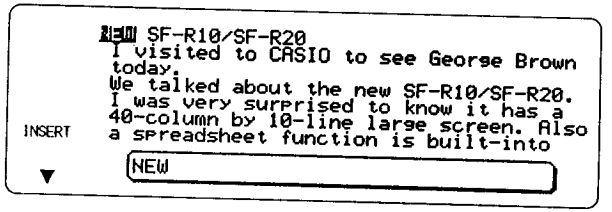
When you start input for a Global Search operation, you will be offered a choice between "manual input" and "auto input."

Manual Input

If you select manual input, you have to input the characters you want to search for on the keyboard.

Auto Input

If you select auto input, the SF Unit automatically inputs into the Global Search data input window the first word in the data that is displayed when you start the Global Search. The word that is input automatically is highlighted in the data on the display.


NEW SF-R10/SF-R20
I visited to CASIO to see George Brown today.
We talked about the new SF-R10/SF-R20.
I was very surprised to know it has a 40-column by 10-line large screen. Also
INSERT a spreadsheet function is built-into
▼ NEW

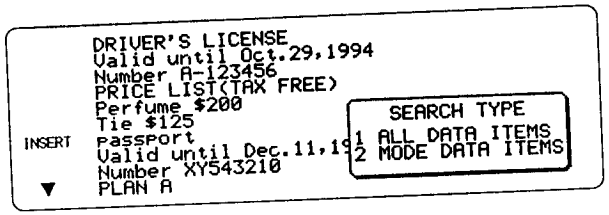
You can use the cursor keys to move the highlighting and change the automatically input search data as long as the Global Search data input window is open.

Global Initial Character Search

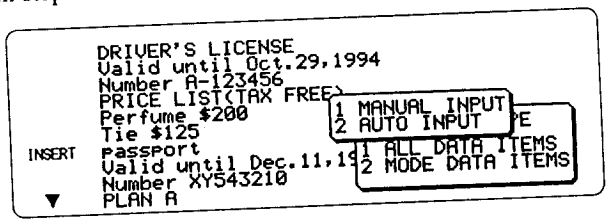
With Global Initial Character Search, you tell the SF Unit whether you want to search only the mode you are in or all modes. Then you specify the characters you want to find, and a search is performed for initial entries (the first entry in a mode — NAME in the Telephone Directory, for example) containing characters that match the characters you input as their initial characters. In the Business Card Library Mode, both the EMPLOYER and NAME entries are checked.

To use Global Initial Character Search

1. Enter one of the modes where you can use Global Search.
2. Press **GLOBAL** to select Global Search.

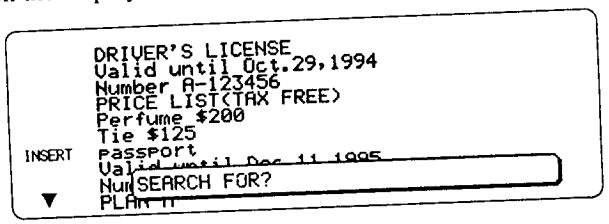


3. This window lets you define the scope of your Global Search. Press **1** to search through all data entries in all data storage modes, or **2** to restrict the Global Search to the mode you entered in step 1.



4. This window gives you a choice between manual input of your search data or automatic input from the data that was displayed when you started the Global Search operation. Press either **1** or **2** to select the input method.

- The number to the left of the Auto Input option will be covered with ☒ if there is no data shown on the display.



5. This is the Global Search data input window. If you selected AUTO INPUT in the last step, there should be a word already input. You can either use that word as it is for the search data or you can change it. If you selected MANUAL INPUT, you must now input the characters you want to search for.
6. Press **INITIAL** to start the search.

- If you selected MODE DATA ITEMS in step 3, the SF Unit searches the mode you are in and produces an Index Display of all items whose data matches your search data. You can scroll through the Index Display using Index Search. When the item you want is in the top line of the Index Display, you can press **DISPLAY CHANGE** to switch to its Data Display. Press **ESC** to cancel the search operation and clear the SEARCH indicator from the display.
- If you selected ALL DATA ITEMS in step 3, the search operation will stop at each data item that contains characters that match your specification. You can scroll through the data to see if it contains what you want.
- While the search operation is stopped, you can press ▼ to resume the search in a forward direction, or ▲ to resume the search backwards.
- While the search operation is stopped in the Schedule Keeper Mode, pressing **SHIFT** ▼ jumps to the next mode to be searched before resuming the search, while **SHIFT** ▲ jumps to the previous mode before resuming a backward search.

Global General Search

With Global General Search, you tell the SF Unit whether you want to search only the mode you are in or all modes. Then you specify the characters you want to find, and a search is performed for initial entries (the first entry in a mode — NAME in the Telephone Directory, for example) containing characters that match the characters you input anywhere. In the Business Card Library Mode, both the EMPLOYER and NAME entries are checked.

To use Global General Search

1. Enter one of the modes where you can use Global Search.
2. Use the same input procedures as those described in steps 2 through 5 under "To use Global Initial Character Search."
3. Press **SHIFT** and then **GENERAL** to start the search.

- If you selected MODE DATA ITEMS in step 3, the SF Unit searches the mode you are in and produces an Index Display of all items whose data matches your search data. You can scroll through the Index Display using Index Search. When the item you want is in the top line of the Index Display, you can press **DISPLAY CHANGE** to switch to its Data Display. Press **ESC** to cancel the search operation and clear the SEARCH indicator from the display.

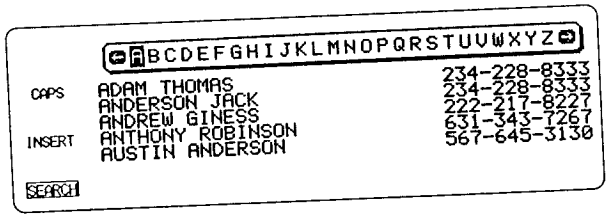
- If you selected ALL DATA ITEMS in step 3, the search operation will stop at each data item that contains characters that match your specification. You can scroll through the data to see if it contains what you want.
- While the search operation is stopped, you can press ▼ to resume the search in a forward direction, or ▲ to resume the search backwards.
- While the search operation is stopped in the Schedule Keeper Mode, pressing **SHIFT** ▼ jumps to the next mode to be searched before resuming the search, while **SHIFT** ▲ jumps to the previous mode before resuming a backward search.

Alpha Index Search

With Alpha Index Search, you can instantly find all data items that start with a specific character. A sliding index on the top of the screen lets you find the item you want quickly and easily. You can use Alpha Index Search in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder 1 & 2, Free File, and To Do Modes.

To use Alpha Index Search

1. Enter one of the modes where you can use Alpha Index Search.
2. Press **SHIFT** and then **ALPHA** to display the Alpha Index Screen.



3. The letter "A" is automatically selected by the Alpha Index whenever you first display it, so all data items whose Index Display entries start with the letter "A" are shown. To change the selected letter, press ◀ or ▶ to slide the index, or press a character key to jump directly to that character.
- In the Schedule Keeper Mode, the first future date (from the currently displayed Schedule Keeper date) that contains data appears in the initial Alpha Index Screen. Changing the selected letter displays the data stored under the date that starts with the selected letter. Use Schedule Keeper Index Search (page 64) to change the date.

4. After selecting the character you want, you can scroll the data that appears line-by-line using the ▲ and ▼ keys. You can also scroll screen-by-screen using ▲ and ▼.
- In the Schedule Keeper Mode, pressing ▲ and ▼ jumps to the next date that contains data starting with the character you select.
- You can use the **DISPLAY CHANGE** key to switch between the Data Display and Index Display of data shown in the Alpha Index Display.

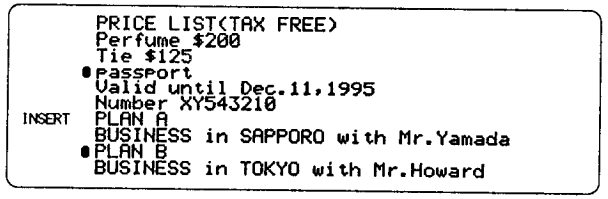
5. To clear the Alpha Index Display, press **ESC**.

3-13 Editing and Deleting Data

Use the procedures described here to edit and delete data that is already stored in memory. This section also describes a mark protection function that lets you protect data items against being erased by certain delete operations. You can use the following procedures to edit and mark data in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder 1 & 2, Free File, and To Do Modes.

To mark protect and unprotect an item

While inputting or editing a data item press **MARK** to switch its mark protection on and off. In the Schedule Keeper Mode, you can mark protect each appointment. In other modes, you can mark protect entire data items.



To edit an item

1. Enter one of the data storage modes.
2. Use a search procedure to find the item you want to edit.
3. Move the item into the top line of the Index Display.
- Here you can switch to the data display by pressing **DISPLAY CHANGE**. The following steps are the same using the Index Display or Data Display.

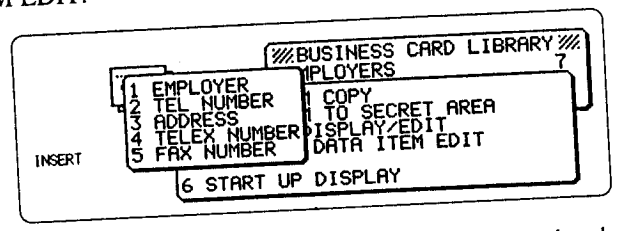
4. Press **FUNCTION** to display the first function menu and select DATA ITEM EDIT.
5. Make any changes in the data want.
- You can also mark or unmark data as you edit it.
- In the Schedule Keeper Mode, you can set a Schedule Alarm for an existing item. Use **NEXT** to move the cursor to the Schedule Alarm setting on the display, and use the procedures described in the section of this manual on Schedule Keeper Mode data input.
- To cancel the editing, press **ESC**.

6. After making changes, press **SET** to store the item.

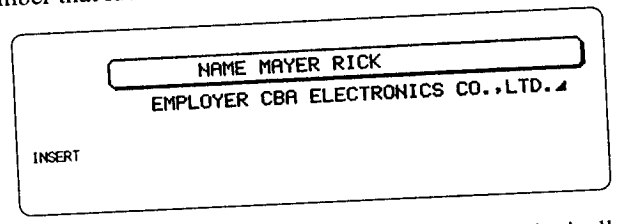
To batch edit a Business Card Library item

Use the following procedure when you have the same EMPLOYER, TELEPHONE NUMBER, ADDRESS, TELEX NUMBER or FAX NUMBER data input for multiple data items, and you want to change this information for all data items.

1. Enter the Business Card Library.
2. Press **FUNCTION** twice to display the second function menu and select MULTIPLE DATA ITEM EDIT.



3. Input the number that identifies the data entry that you want to batch edit.



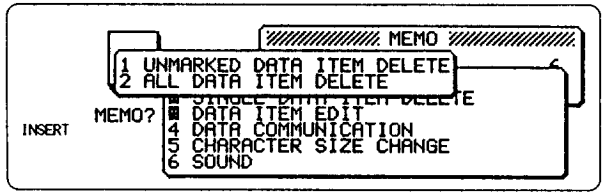
4. The batch edit screen appears with the name of the first (alphabetically) person whose name is stored in the Business Card Library. Use ▲ and ▼ to scroll until the name of the person whose data is part of the data you want to batch edit appears.
5. Make any changes you want in the data.
6. After making changes, press **SET** to store it. All data items with the identical original data are now changed to the new data you input in the above procedure.

To delete a single item

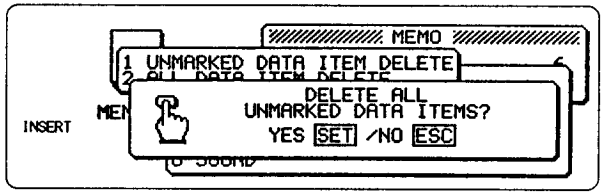
1. Enter one of the data storage modes.
2. Use a search procedure to find the item you want to delete.
3. Move the name entry of the item into the top line of the index display.
- Here you can switch to the data display by pressing **DISPLAY CHANGE**. The following steps are the same using the index display or data display.
4. Press **FUNCTION** to display the first function menu and select SINGLE DATA ITEM DELETE.
- To clear the function menu, press **ESC**.
5. A message appears to confirm whether you want to delete the selected item. Press **SET** to clear the item or **ESC** to abort the operation.
- Delete cannot be undone. Make sure you don't need data before you delete it.

To delete all data items in a mode

1. Enter one of the data storage modes.
- See below on how to perform this operation in the Schedule Keeper Mode.
2. Press **FUNCTION** to display the function menu and select ALL DATA ITEM DELETE.
- To clear the function menu, press **ESC**.



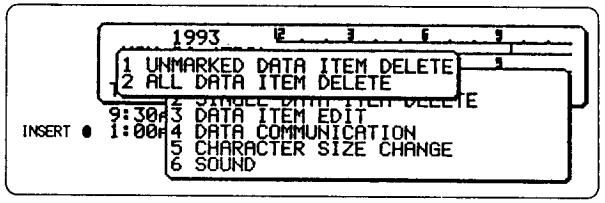
3. Press **1** to delete all unmarked data items (keeping the marked data items) or **2** to delete all data items, regardless of whether or not they are marked.



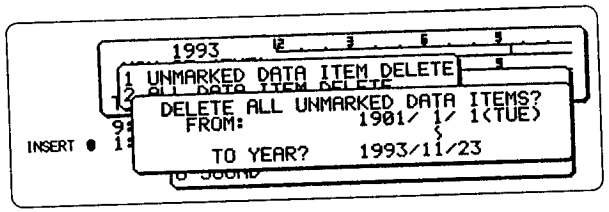
4. A confirmation message appears to ask if you really want to delete the data. Press **SET** to delete the items or **ESC** to abort the operation.
- Delete cannot be undone. Make sure you don't need data before you delete it.
- Note that if a Reminder 1 or Reminder 2 alarm time (pages 54 and 56) is reached while you are performing the batch delete operation, the alarm does not sound.

To delete Schedule Keeper entries up to a specific date

1. Enter the Schedule Keeper.
2. Press **FUNCTION** to display the function menu and select ALL DATA ITEM DELETE.
- To clear the function menu, press **ESC**.
- Note that the delete always starts from January 1, 1901.
- You cannot use this procedure to delete Reminder Mode data.



3. Press **1** to delete all unmarked data items (keeping the marked data items) or **2** to delete all data items, regardless of whether or not they are marked.



4. Input the year, month, and day of the date up to which you want to delete data pressing **TIME/DATE** after each input.
5. A confirmation message appears to ask if you really want to delete the data. Press **SET** to delete the Schedule Keeper data from January 1, 1901 through the date you specified or **ESC** to abort the operation.

- Delete cannot be undone. Make sure you don't need data before you delete it.

To move a Schedule Keeper data to a different date

1. Enter the Schedule Keeper.
2. Use a search procedure to find the entry that contains the data you want to move.

- You cannot use this procedure to move Reminder Mode data.

3. Move the data you want to move into the top line of the index display.

- Here you can switch to the data display by pressing **DISPLAY CHANGE**. The following steps are the same using the index display or data display.

4. Press **FUNCTION** twice to display the second function menu and select DATE CHANGE.

- To clear the function menu, press **ESC**.

5. Input the year, month, and day you want to move to, pressing **TIME/DATE** after each input.
6. After making any changes you want in the data (located at the new date), press **SET** to store it.

3-14 Cut, Copy, and Paste

In the Telephone Directory, Business Card Library, Schedule Keeper, Reminder 1 & 2, Free File and To Do Modes, you can copy up to 3,840 characters from one entry to another. This helps to take much of the work out of troublesome input for large blocks of data.

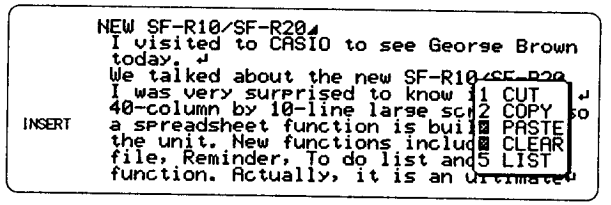
About the copy buffer

The copy buffer can hold a total of 3,840 characters. You can also maintain up to 10 independent "clipboards" in the buffer. This means you can perform up to 10 copy operations before you have to paste anything (as long as the total number of characters stored on all clipboards does not go over 3,840). Clipboards are identified with numbers from 0 to 9, and you specify the clipboard you want to use with each cut, copy, and paste operation.

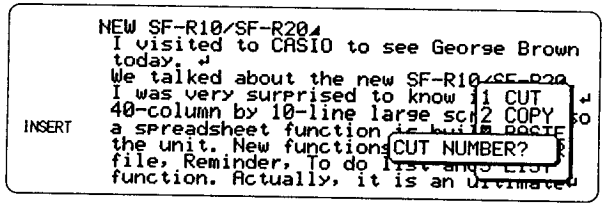
Important!
The cursor must be shown on the display whenever you want to perform the cut, copy, and paste operations. If you are inputting data, you can go directly into these operations. If you are recalling data, however, remember to press **FUNCTION** to display the function menu and then select DATA ITEM EDIT to display the cursor before starting a cut, copy, or paste operation.

To cut data

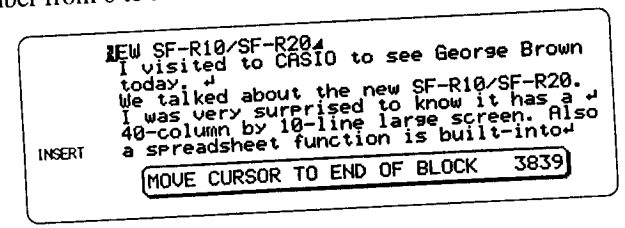
1. In one of the data storage modes, display the data item that you want to cut data from and position the cursor at the point that starts the block of characters that you want to cut.
2. Press **COPY/PASTE**.


NEW SF-R10/SF-R20
I visited to CASIO to see George Brown today.
We talked about the new SF-R10/SF-R20
I was very surprised to know
40-column by 10-line large sc
a spreadsheet function is bui
the unit. New functions inclu
file, Reminder, To do list an
function. Actually, it is an
1 CUT
2 COPY
3 PASTE
4 CLEAR
5 LIST
INSERT

3. Press **1** to select the cut operation.


NEW SF-R10/SF-R20
I visited to CASIO to see George Brown today.
We talked about the new SF-R10/SF-R20
I was very surprised to know
40-column by 10-line large sc
a spreadsheet function
the unit. New functions
file, Reminder, To do
function. Actually, it is an
CUT NUMBER?
INSERT

4. Input a number from 0 to 9 that identifies the clipboard you want to cut to.


NEW SF-R10/SF-R20
I visited to CASIO to see George Brown today.
We talked about the new SF-R10/SF-R20.
I was very surprised to know it has a
40-column by 10-line large screen. Also
a spreadsheet function is built-into
INSERT
MOVE CURSOR TO END OF BLOCK 3839

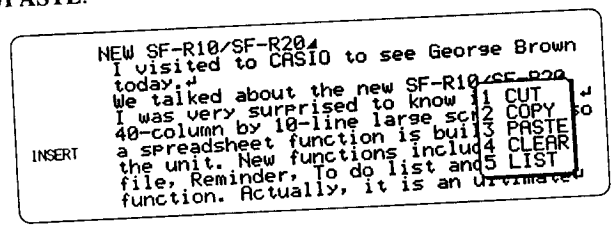
5. Move the cursor to the end of the block of characters that you want to cut. As you move the cursor, the selected characters become highlighted on the display.
6. After you select the data, press **SET** to cut it. Note that this operation deletes the original data.

To copy data

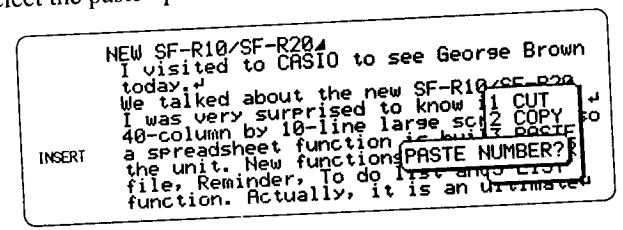
This operation is identical to the cut operation described above, except you should press **2** to select copy in step 3. The copy operation does not delete the original data.

To paste data

1. In one of the data storage modes, display the data item that you want to paste data from and position the cursor at the point where you want to paste data.
2. Press **COPY/PASTE**.



3. Press **3** to select the paste operation.

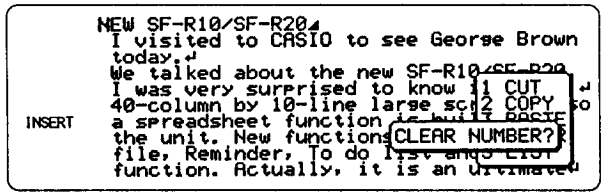


4. Input a number from 0 to 9 that identifies the clipboard you want to paste from.
5. The data that was on the clipboard now appears in at the cursor location.

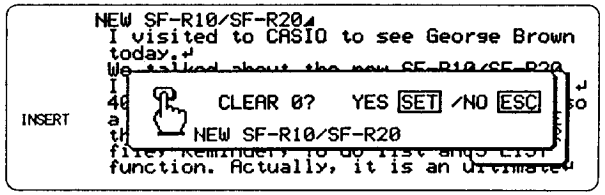
- Pasted text is always inserted at the cursor position. It never overwrites text on the screen, regardless of whether the Insert Mode or Overwrite Mode is currently selected.

To clear a clipboard data

1. While the cursor is displayed on the screen (during data input or editing) in one of the data storage modes, press **COPY/PASTE**.
2. Press **4** to select the clear operation.



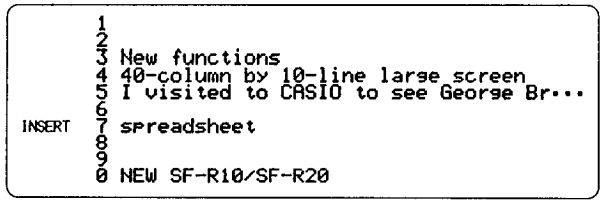
3. Input a number from 0 to 9 that identifies the clipboard you want to clear.



4. A message appears to confirm that you really want to clear the clipboard. Press **SET** to clear the data or **ESC** to abort the operation.

To list clipboard contents

1. While the cursor is displayed on the screen (during data input or editing) in one of the data storage modes, press **COPY/PASTE**.
2. Press **5** to select the list operation.



- A list that shows the first 38 characters of data stored in each clipboard appears on the display.

3. Press **ESC** to clear the clipboard list from the display.

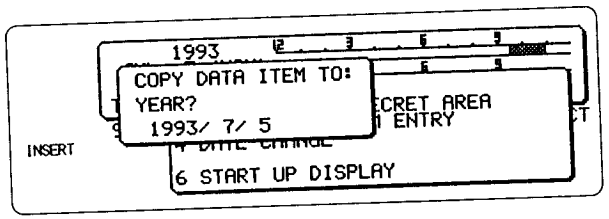
3-15 Duplicating Data Items

In the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder 1 & 2, To Do Modes, you can duplicate a data item and then edit the copied version to create a new data item. Note that the operation you use to duplicate data depends on the mode you are in.

Important
The SF Unit is designed so that it does not allow two identical data items to be stored in memory at the same time (except in the Memo Mode). Be sure to change a newly duplicated data item before you try to store it.

To duplicate a single-date item in the Schedule Keeper Mode

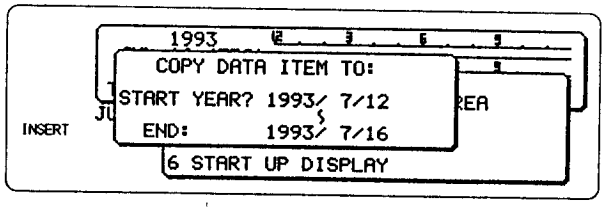
1. Enter the Schedule Keeper Mode, and display the data that you want to duplicate. In this operation, select a single-date item, not a multiple-date item. Make sure that the item you want to copy is in the top line of the Schedule Keeper Mode display.
2. Press **FUNCTION** twice to display the second function menu and select DATA ITEM COPY.



3. Input the year, month, and day where you want the data copied to, pressing **TIME/DATE** after each input.
4. The data is duplicated at the date you specified, with the cursor flashing on the display. Make any changes you want and then press **SET** to store the new data in memory.

To duplicate a multiple-date item in the Schedule Keeper Mode

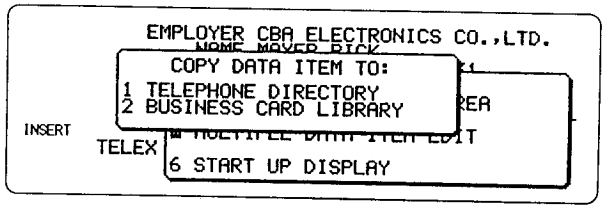
1. Enter the Schedule Keeper Mode, and display the data that you want to duplicate. In this operation, select as multiple-date item. Make sure that the item you want to copy is in the top line of the Schedule Keeper Mode display.
2. Press **FUNCTION** twice to display the second function menu and select DATA ITEM COPY.



3. Input the year, month, and day for the start and end dates where you want the data copied to, pressing **TIME/DATE** after each input.
4. After you input the dates, the screen changes to give you a chance to edit the DESCRIPTION data.
5. After making any changes you want, then press **SET** to store the new data in memory.

To duplicate data items in the Telephone Directory and Business Card Library Modes

1. Enter mode where you want to duplicate the data item.
2. Display the data item that you want to duplicate.
3. Press **FUNCTION** twice to display the second function menu and select DATA ITEM COPY



4. Press **1** if you want the data item to be duplicated into the Telephone Directory, or **2** to duplicate the data item into the Business Card Library. When you copy between these two modes, any entry in the copy to mode that does not have a corresponding entry in the copy from mode is automatically filled in with a NEXT symbol.
5. The data item is duplicated as soon as you make a selection in step 4. Make any changes you want in the new data item and press **SET** to store it.

To duplicate data items in the Reminder 1 & 2, Memo and To Do Modes

1. Enter mode where you want to duplicate the data item.
2. Display the data item that you want to duplicate.
3. Press **FUNCTION** twice to display the second function menu and select DATA ITEM COPY
4. The data item is duplicated as soon as you make the selection in step 3. Make any changes you want in the new data item and press **SET** to store it.

Part 4
Timekeeping Functions

The Home Time function lets you set the current time for your home, specifying 12-hour or 24-hour format, standard time or summer time, even your hometown name. The World Time function gives you access to the time in 32 time zones around the globe. You can even input city names not included in the preset list.

4-1 Home Time

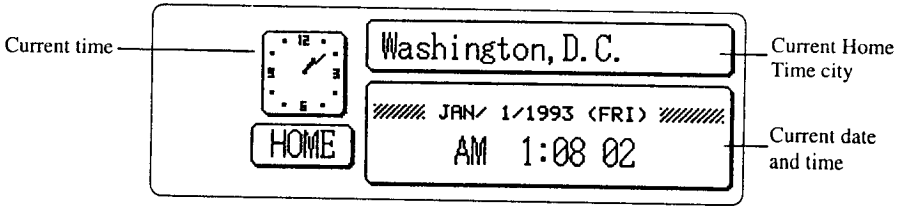
The time you set in the Home Time Mode controls all of the other time and date based functions of the SF Unit. You can select the city you want to use as your Home Time city by using either a list of city names or by selecting a time zone from a world map.

Important!

- Whenever you change the Home Time setting, check to make sure that the Home Time is the one you want before you set the date and time. If you set the date and time, and then change your Home Time city, your Home Time setting will also change.
- Note that no alarms can sound while you are setting the time, changing the Home Time city, or switching between standard time and daylight saving time.

To display the Home Time

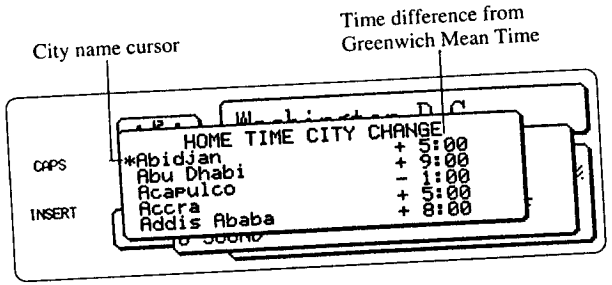
Press **HOME TIME** to display the current Home Time.



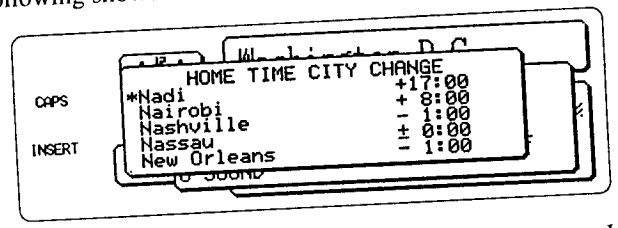
If the current date is highlighted in the Calendar Mode (page 40), the day of the week is enclosed in [square brackets].

To change the Home Time city using the city list

1. Display the current Home Time.
2. Press **FUNCTION** to display the function menu and select HOME TIME CITY CHANGE.

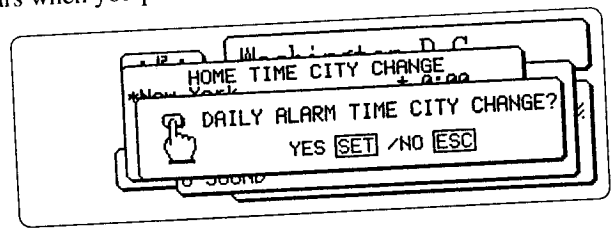


3. Use the cursor keys and the display scroll keys to move the city name cursor to the left to the city you want to select as your Home Time city. You can also jump directly to any part of the city name list by inputting the letter that starts the name of the city you want. The following shows what would happen if you pressed N, for example



4. When the date cursor is to the left of the city you want to set as your Home Time city, press **SET** to register your selection.

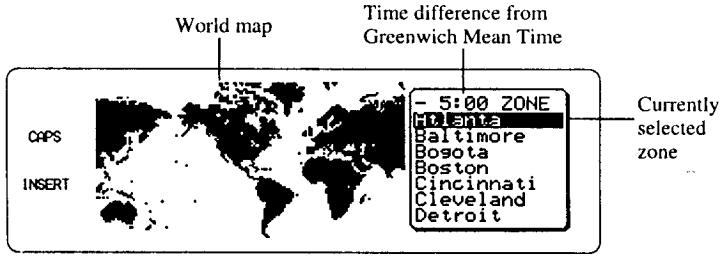
- If you have a Daily Alarm (page 85) set for your old Home Time city, the following screen appears when you press **SET** to register a new Home Time city.



Press **SET** to change your Daily Alarm setting to operate in accordance with your new Home Time city, or **ESC** if you want the Daily Alarm to continue to operate in accordance with your old Home Time City.

To change the Home Time city using the world map

1. Display the current Home Time.
2. Press **FUNCTION** to display the function menu and select HOME TIME ZONE CHANGE.

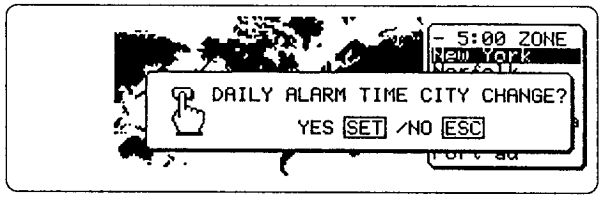


3. Use ◀ and ▶ to move the zone that is selected on the world map left and right. As you do, the city list to the right of the map changes to show the names of the cities located in the selected zone.
4. After you select the zone you want, select one of the cities in the zone as your Home Time city. Use ▲ and ▼ to scroll through the cities or input the letter that begins the name of the city you want.

- The currently selected city is the one that is highlighted at the top of the list.

5. When the zone and city name you want is selected on the display, press **SET** to register the selection.

- If you have a Daily Alarm (page 85) set for your old Home Time city, the following screen appears when you press **SET** to register a new Home Time city.

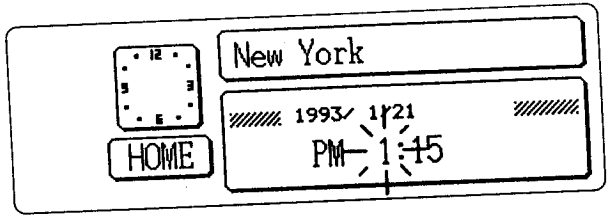


Press **SET** to change your Daily Alarm setting to operate in accordance with your new Home Time city, or **ESC** if you want the Daily Alarm to continue to operate in accordance with your old Home Time City.

To set the Home Time and date

1. Display the current Home Time.

2. Press **FUNCTION** to display the function menu and select HOME TIME SET.



- The digits that show the current hour setting are flashing because they are *selected.*

3. To set the time, input a value for the hour and press **TIME/DATE**. Next input the minutes and press **TIME/DATE** again. If you want to leave either setting the way it is without changing it, press **TIME/DATE** without inputting anything. If you are using the 12-hour timekeeping format, be sure to press **A** to specify AM or **P** for PM.
4. After you input the time, the flashing selection changes to the year setting. Input values for the year, month, and day, pressing **TIME/DATE** after each input.
5. After the time and date is set as you want it, press **SET** to register your changes.

- When you press **SET**, the seconds count of the time is reset to start from "00".

To switch between 12-hour and 24-hour format

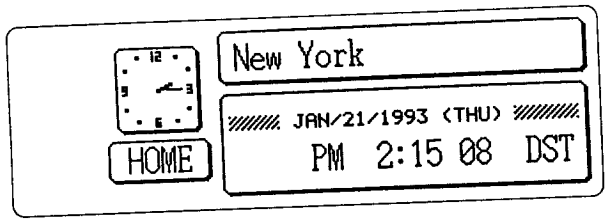
1. Display the current Home Time.
2. Press **FUNCTION** to display the function menu and select 12/24 HOURS.

- Each time you select 12/24 HOURS in the function menu, the Home Time display switches from its present setting to the opposite one.
- The 12-hour/24-hour setting you make is applied for the time displays all other modes.

To switch between standard time and daylight saving time

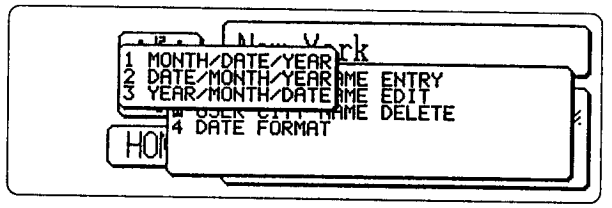
1. Display the current Home Time.
2. Press **FUNCTION** to display the function menu and select DAYLIGHT SAVING TIME ON/OFF.

- Each time you select DAYLIGHT SAVING TIME ON/OFF in the function menu, the Home Time display switches from its present setting to the opposite one.
- The following shows what the Home Time display looks like when Daylight Saving Time is selected.



To select a date format

1. Display the current Home Time.
2. Press **FUNCTION** twice to display the second function menu and select DATE FORMAT.



3. Input the number that corresponds to the date format you want to use.

Format	Example
MONTH/DATE/YEAR	OCT/10/1993
DATE/MONTH/YEAR	10/OCT/1993
YEAR/MONTH/DATE	1993/10/10

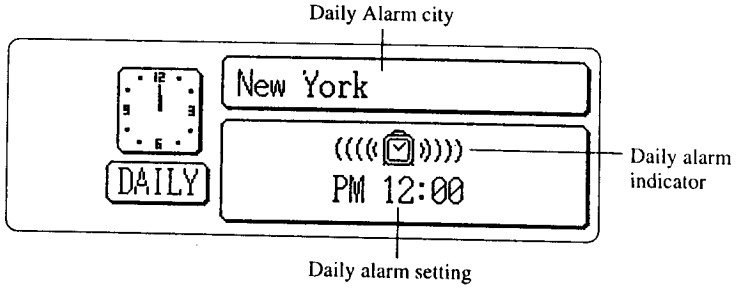
- The date format you select is applied in the Home Time, World Time, Schedule Keeper, and Calendar Mode screens.

4-2 Daily Alarm

The Daily Alarm lets you set an alarm that sounds at the preset time each day. You can set the Daily Alarm to sound in accordance with your Home Time or with the time in any of the other available cities.

To display the Daily Alarm screen

1. Press **HOME TIME** to display the current Home Time.
2. Press **HOME TIME** again to display the current Daily Alarm setting.



3. Press **HOME TIME** to clear the Daily Alarm window from the display.

About the Daily Alarm

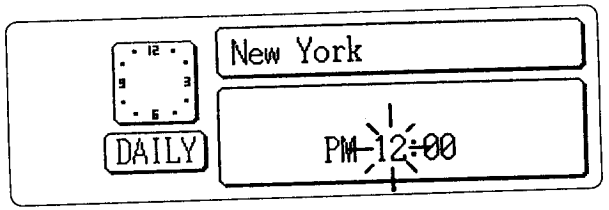
Once you set the Daily Alarm, it sounds at the same time every day (as long as the DAILY ALARM setting of the Sound Menu is ON). When the Daily Alarm time is reached, the alarm sounds for 20 seconds and the Daily Alarm display appears (even if the SF Unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound.

Note the following important points when you are using the Daily Alarm.

- The Daily Alarm does not sound if the daily alarm time is reached during data communications.
- The alarm may fail to sound of battery power is low.

To set the Daily Alarm

1. Display the current Daily Alarm.
2. Press **FUNCTION** to display the function menu and select DAILY ALARM TIME SET.



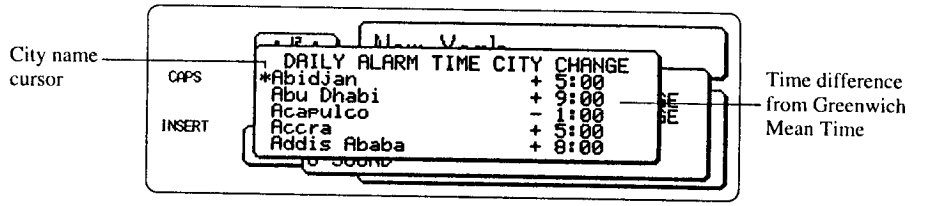
- The digits that show the current hour setting are flashing because they are *selected.*

3. To set the time, input a value for the hour and press **TIME/DATE**. Next input the minutes and press **SET** to store it. If you are using the 12-hour timekeeping format, be sure to press **A** to specify AM or **P** for PM.

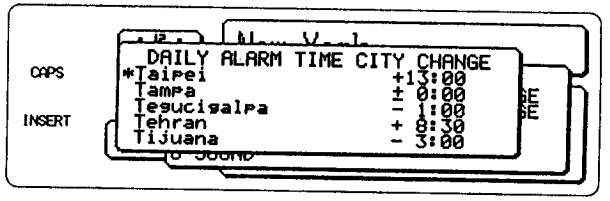
- When you press **SET**, the Daily Alarm is automatically switched on. You can switch the Daily Alarm on and off using the Sound Menu.

To change the Daily Alarm city using the city list

1. Display the current Daily Alarm.
2. Press **FUNCTION** to display the function menu and select DAILY ALARM TIME CITY CHANGE.



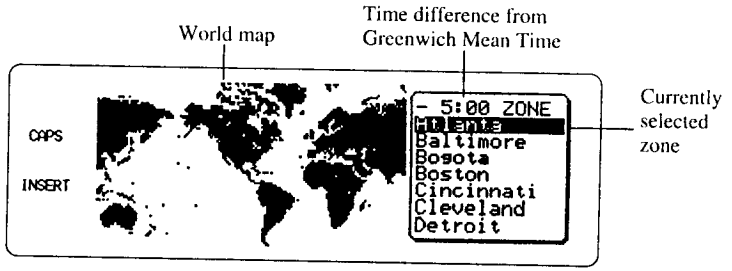
3. Use the cursor keys and the display scroll keys to move the city name cursor to the left to the city you want to select as your Daily Alarm city. You can also jump directly to any part of the city name list by inputting the letter that starts the name of the city you want. The following shows what would happen if you pressed **T**, for example



4. When the date cursor is to the left of the city you want to set as your Daily Alarm city, press **SET** to register your selection.

To change the Daily Alarm city using the world map

1. Display the current Daily Alarm time.
2. Press **FUNCTION** to display the function menu and select DAILY ALARM TIME ZONE CHANGE.



3. Use ◀ and ▶ to move the zone that is selected on the world map left and right. As you do, the city list to the right of the map changes to show the names of the cities located in the selected zone.
4. After you select the zone you want, select one of the cities in the zone as your Daily Alarm city. Use ▲ and ▼ to scroll through the cities or input the letter that begins the name of the city you want.

- The currently selected city is the one that is highlighted at the top of the list.

5. When the zone and city name you want is selected on the display, press **SET** to register the selection.

4-3 World Time

With the World Time function, you can view the time in 32 time zones around the world. You can also select a World Time city whose current date and time is shown on the display whenever you enter the World Time Mode. The times and dates that appear in the World Time displays are based on the current Home Time setting.

- Note that no alarms can sound while you are changing the World Time city.

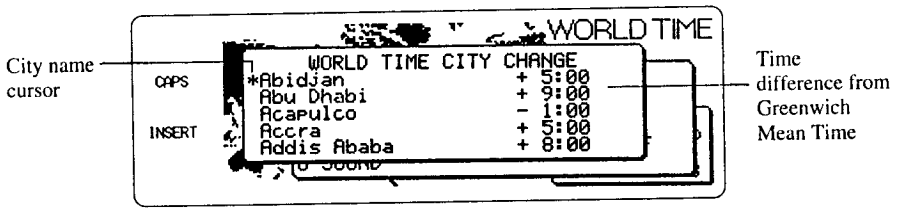
To display the World Time

Press **WORLD TIME** to display the current World Time.

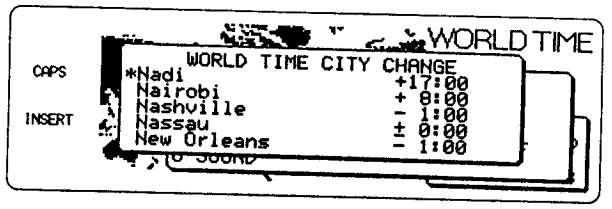
If the current date is highlighted in the Calendar Mode (page 40), the day of the week is enclosed in [square brackets].

To change the World Time city using the city list

1. Display the current World Time.
2. Press **FUNCTION** to display the function menu and select WORLD TIME CITY CHANGE.



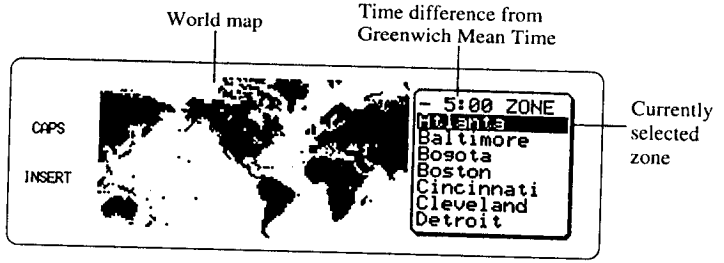
3. Use the cursor keys and the display scroll keys to move the city name cursor to the left to the city you want to select as your World Time city. You can also jump directly to any part of the city name list by inputting the letter that starts the name of the city you want. The following shows what would happen if you pressed **N**, for example.



4. When the date cursor is to the left of the city you want to set as your World Time city, press **SET** to register your selection.

To change the World Time city using the world map

1. Display the current World Time.
2. Press **FUNCTION** to display the function menu and select WORLD TIME ZONE CHANGE.



3. Use ◀ and ▶ to move the zone that is selected on the world map left and right. As you do, the city list to the right of the map changes to show the names of the cities located in the selected zone.
4. After you select the zone you want, select one of the cities in the zone as your World Time city. Use ▲ and ▼ to scroll through the cities or input the letter that begins the name of the city you want.

- The currently selected city is the one that is highlighted at the top of the list.

5. When the zone and city name you want is selected on the display, press **SET** to register the selection.

To switch between standard time and daylight saving time

1. Display the current World Time.
2. Press **FUNCTION** to display the function menu and select DAYLIGHT SAVING TIME ON/OFF.

- Each time you select DAYLIGHT SAVING TIME ON/OFF in the function menu, the time for the city shown in the World Time display switches from its present setting to the opposite one.

- The following shows what the World Time display looks like when Daylight Saving Time is selected.

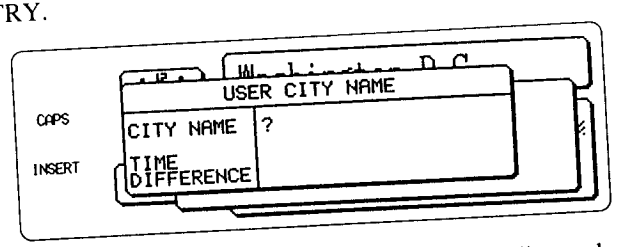
4-4 User City Names

Use the procedures described in this section to add city names to the city name list used in the Home Time and World Time modes. You can add up to three cities to the city name list.

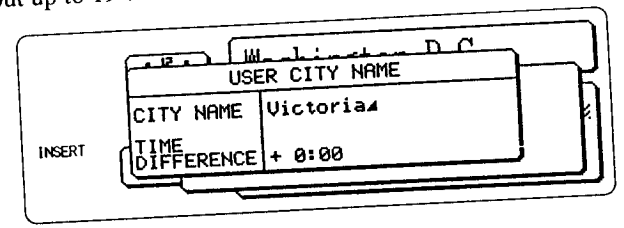
- If the time difference that you set for a user city name does not match the standard time zones shown on the World Map, the map may not scroll when you select you user city name.

To add a city name to the city name list

1. Enter the Home Time Mode.
2. Press **FUNCTION** twice to display the second function menu and select USER CITY NAME ENTRY.



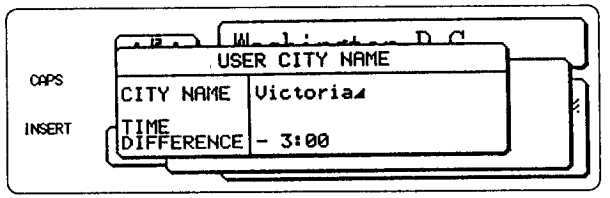
3. Input the name of the city you want to add to the city name list, and press **NEXT**.
- You can input up to 19 characters.



4. Input the time difference from Greenwich Mean Time, and press **SET** to store the new data into memory.
- You can specify a difference within the range of +12:00 to –12:00.
- The city name you input is automatically inserted in the proper alphabetic sequence among the other cities in the same zone.

To edit a user city name

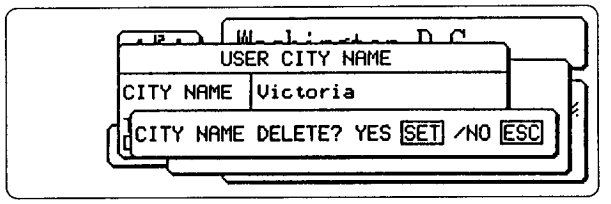
1. Enter the Home Time Mode.
2. Press **FUNCTION** twice to display the second function menu and select USER CITY NAME EDIT.



3. Make any changes in the city name that you want.
- If you want to edit more than one user city name, you can move between user city names using ▲ and ▼.
4. After you finish editing the city name and Time difference, press **SET** to store the data into memory.

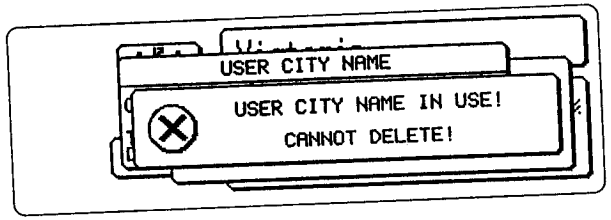
To delete a user city name

1. Enter the Home Time Mode.
2. Press **FUNCTION** twice to display the second function menu and select USER CITY NAME DELETE.



3. Select user city name using ▲ and ▼.
4. Press **SET** to delete the currently displayed user city name or **ESC** to abort the delete procedure without deleting anything. If you want to delete another city name that is not displayed, use the cursor keys to display it before you press **SET**.

- You cannot delete a city name that is currently in use as a Home Time city or World Time city. When you try to delete such a city name, the following message appears on the display.



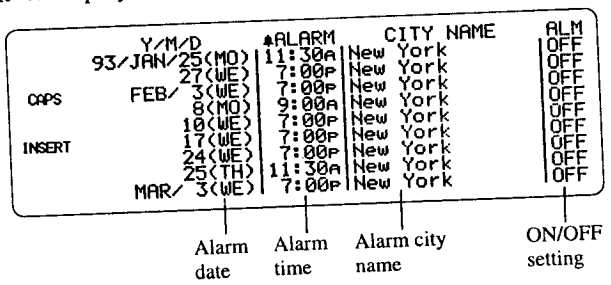
In this case, press ESC to return to the initial display in the mode you are in. If you still want to delete the user city name, you must first make sure it is not used as the Home Time city or World time city and then repeat the above procedure.

4-5 Next Alarm List

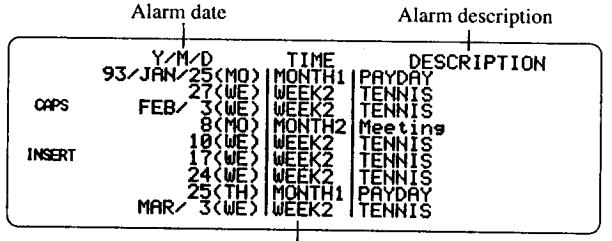
The Next Alarm List shows a list of the next nine alarms that you have scheduled. There are two Next Alarm List formats, and you can use the **DISPLAY CHANGE** key to switch between them.

To display the Next Alarm List

1. Press **NEXT** ▷ to display the Next Alarm List.


Y/M/D ▲ALARM CITY NAME ALM
93/JAN/25(MO) 11:30A New York OFF
27(WE) 7:00P New York OFF
CAPS FEB/ 3(WE) 7:00P New York OFF
8(MO) 9:00A New York OFF
10(WE) 7:00P New York OFF
INSERT 17(WE) 7:00P New York OFF
24(WE) 7:00P New York OFF
25(TH) 11:30A New York OFF
MAR/ 3(WE) 7:00P New York OFF
Alarm date
Alarm time
Alarm city name
ON/OFF setting

2. Press **DISPLAY CHANGE**.



Alarm time or type

Hours: Minutes	Schedule alarm
ANNI1	Reminder 1 annual alarm
ANNI2	Reminder 2 annual alarm
MONTH1	Reminder 1 monthly alarm
MONTH2	Reminder 2 monthly alarm
WEEK2	Reminder 2 weekly alarm

Part 5
Calculator Functions

In addition to normal 12-digit calculator, the SF Unit also gives you a date calculation function for addition and subtraction involving dates.

5-1 Using the Calculator

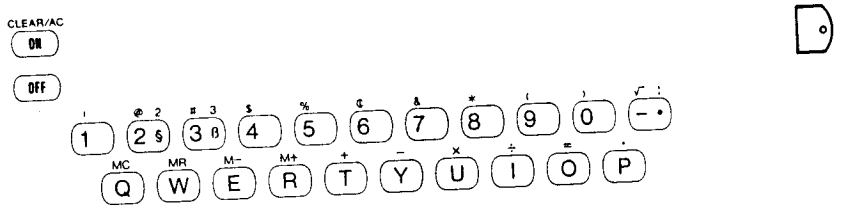
Whenever you enter the Calculator Mode, some of the keys on the SF Unit keyboard take on calculator functions.

To enter the Calculator Mode

Press **CAL** to enter the Calculator Mode.

About the Calculator Mode keys

The following illustration shows the SF Unit keys that are used in the Calculator Mode.



- **AC** clears the calculator, while **C** clears the display without clearing the memory.
- Use the number keys (**0** through **9**) to input values. Press **•** to input a decimal point.
- Use **MC**, **MR**, **M–**, and **M+** for calculator memory operations.
  MC clears the calculator memory.
  MR recalls the current calculator memory contents.
  M– subtracts the currently displayed value from the current memory contents. You can also press **M–** to execute a calculation, with the result being subtracted from the memory contents.
  M+ adds the currently displayed value to the current memory contents. You can also press **M+** to execute a calculation, with the result being added to the memory contents.
- Use **+**, **–**, **×** and **÷** to specify the arithmetic operation marked above each key.
- **=** executes a calculation and displays its result.

- Use **%** for percentage calculations.
- Use **√** for square root calculations.
- **▶** shifts the displayed value to the right, cutting off the rightmost digit.

To perform calculations

	AC	0.
53 + 123 – 63 =	53 + 123 – 63 =	113.
963 × (23 – 56) =	23 – 56 × 963 =	–31'779.
(56 × 3 – 89) ÷ 5.2 + 63 =	56 × 3 – 89 ÷ 5.2 + 63 =	78.1923076923
123456 × 741852 =	123456 × 741852 =	91'586'080'512.
√3 × 5 =	3 √ × 5 =	8.6602540378
12 + 23 =	23 + + 12 =	K+ 35.
45 + 23 =	45 =	K+ 68.
78 + 23 =	78 =	K+ 101.
7 – 5.6 =	5.6 – – 7 =	K– 1.4
2 – 5.6 =	2 =	K– –3.6
2.3 × 12 =	12 × × 2.3 =	K× 27.6
4.5 × 12 =	4.5 =	K× 54.
45 ÷ 9.6 =	9.6 ÷ ÷ 45 =	K÷ 4.6875
78 ÷ 9.6 =	78 =	K÷ 8.125
12% of 1500	1500 × 12 %	180.
Percentage of 660 against 880	660 ÷ 880 %	75.
15% add-on of 2500	2500 × 15 % +	2'875.
25% discount of 3500	3500 × 25 % –	2'625.
What will the selling price and profit be when the purchasing price of an item is $480 and the profit rate to the selling price is 25%?	480 + 25 %	640.
	–	160.
If you made $80 last week and $100 this week, what is the percent increase?	100 – 80 %	25.
80 × 9 = 720	MC 80 × 9 M+	M 720.
–) 50 × 6 = 300	50 × 6 M–	M 300.
20 × 3 = 60	20 × 3 M+	M 60.
480	MR	M 480.

To perform constant calculations

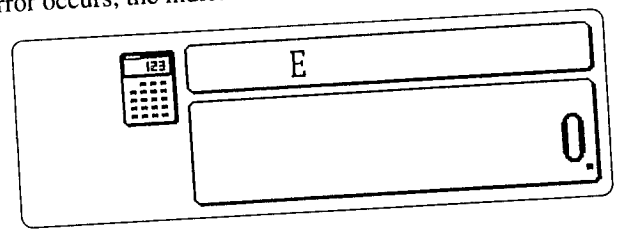
1. Enter the Calculator Mode.
2. Enter the calculation, pressing the arithmetic operator key twice. This causes the "K" indicator to appear to indicate a constant calculation.
- You can use this constant calculation technique for addition, subtraction, multiplication, and division.
3. Press = to display the initial result.
4. Press = again to add 3 to the result.
- You can repeat the above operation as many times as you like. Each time you press =, the previous result obtained is added to, subtracted from, multiplied by, or divided by the value to the left of the arithmetic operator.
- To clear a constant calculation, press **AC**.

To correct errors in calculations

If you enter a wrong value, press **C** and then enter the correct value.
If you press the wrong arithmetic operator key (+, −, ×, ÷), simply press the correct key before entering anything else.

About calculation errors

Whenever an error occurs, the indicator "E" appears.



The following conditions all result in errors.
- When the number of digits in the mantissa of an intermediate or a final result exceeds 12 digits.
- When the number of digits in the mantissa of a value in memory exceeds 12 digits. In this case, the SF Unit automatically retains the last value stored that did not exceed 12 digits.
- Division by zero.

To clear errors

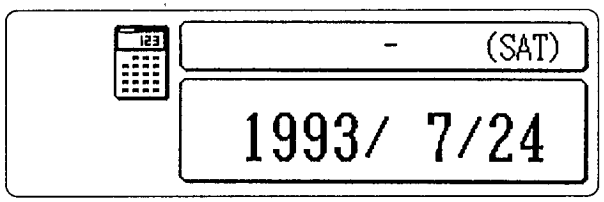
Press **C** to continue with the same calculation. If you want to clear the calculation and start again, press **AC**.

5-2 Date Calculations

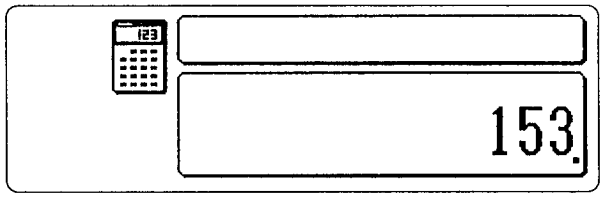
The SF Unit lets you perform calculations involving dates within the range of January 1, 1901 through December 31, 2099. If you try to use dates outside this range, the "E" indicator appears to indicate an error. You can use constant calculation techniques and calculation memory when performing date calculations.

Date – Date = Number of Days

1. Enter the Calculator Mode.
2. Input the later date, pressing **TIME/DATE** after the year, month, and day.
3. Press – for subtraction.
4. Input the earlier date, pressing **TIME/DATE** after the year, month, and day.

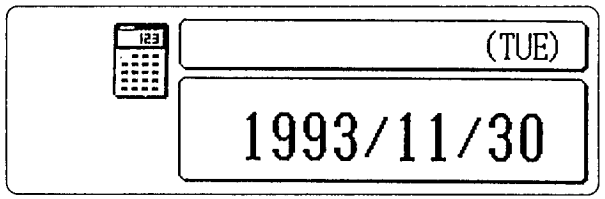


5. Press = to display the result.



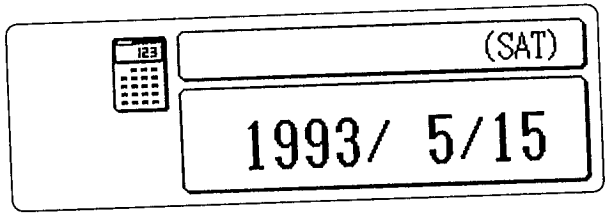
Date + Number of Days = Date

1. Enter the Calculator Mode.
2. Input the date, pressing **TIME/DATE** after the year, month and day.
3. Press + for addition.
4. Input the number of days.
5. Press = to display the result.



Date – Number of Days = Date

1. Enter the Calculator Mode.
2. Input the date, pressing **TIME/DATE** after the year, month and day.
3. Press **–** for subtraction.
4. Input the number of days.
5. Press **=** to display the result.



Notes on date calculations

- Any value in the calculation memory **M+/M–** when you perform date calculations is treated as a number of days.
- The dates you can use in date calculations must fall within the range of January 1, 1901 to December 31, 2099. Attempting to use any other dates results in an error.

5-3 Entering Other Modes from the Calculator Mode

You can specify a date in the Calculator Mode and enter other date-based modes (Calendar, Schedule Keeper, Weekly Schedule) for that date.

To enter the Calendar Mode

1. Enter the Calculator Mode.
2. Input the date you want and press **CALENDAR**.

- This operation enters the Calendar Mode with the calendar that contains the date you input displayed on the left. The date you input is selected by the date cursor.

To enter the Schedule Keeper Mode

1. Enter the Calculator Mode.
2. Input the date you want and press **SCHEDULE**.

- This operation enters the Schedule Keeper Mode, showing the data for the date you input.

To enter the Weekly Schedule Mode

1. Enter the Calculator Mode.
2. Input the date you want and press **WEEKLY**.

- This operation enters the Weekly Schedule Mode, showing the week that contains the date you input. The date you input is selected by the date cursor.

Part 6 IC Cards

6-1 Using IC Cards

The SF Unit's IC Card System lets you use IC cards to plug in application software or for external storage of data.

Precautions when using an IC card

- Never use any IC card not sold by CASIO COMPUTER CO., LTD.
- Do not bend or drop the IC card. Doing so can cause malfunction. Do not carry the IC card in your trouser pocket.
- When not in use, store the card in its case.
- When installing/removing the IC card to/from the SF Unit, first make sure that the power of the SF Unit is switched OFF.
- Always make sure that the IC card is oriented correctly when you are loading it into the SF Unit. If you insert the wrong end of the card into the SF Unit, you can alter the memory contents of the card or the SF Unit memory, making it impossible to recover the data.
- The IC card is manufactured of precision electronic components. Never try to take it apart, and do not insert pins or paper clips into the connector section.
- The manufacturer assumes no responsibility for damage or loss suffered due to loss of data during misoperation or battery replacement.

Replacing the IC card battery

IC cards which can store data feature a built-in memory protection battery (installed at the factory), with enough power to last for about one year (ES-100). Should an IC card battery go dead while the card is not loaded in an SF Unit, the data stored in the card can be damaged or lost, so the battery should be replaced regularly.

If the IC card is loaded into the SF Unit when you replace the IC card battery, the data on the IC card will not be lost.

Important

- The 1-year life of the battery installed at the factory begins from the date it is installed. Since the card spends some time in shipment and on the shelf at your dealer, you should replace the original battery sooner than the normal 1-year period.

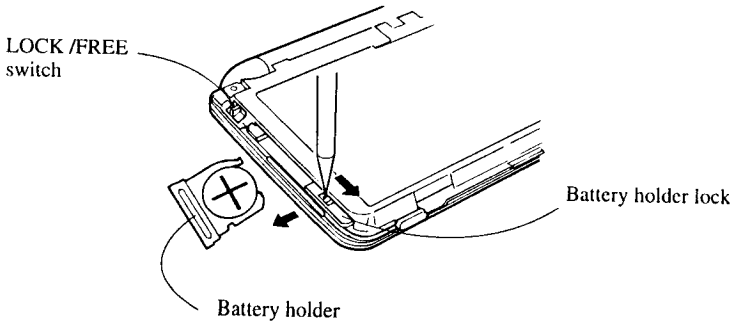
- The following cause IC card memory contents to be lost.
  1) If you use the wrong procedure to replace the battery.
  2) If you load a battery into the card with the (+) side facing down.
  3) If you replace the battery while the IC card is not loaded in the SF Unit.

Before replacing the IC card battery, be sure to first check the display of the SF Unit. If the message: "MAIN POWER SUPPLY BATTERIES GETTING WEAK ! REPLACE THEM !" is shown, the main power supply batteries do not have enough power to retain the IC card memory contents during replacement of the IC card battery. Replace the main batteries (see page 15) before replacing the IC card battery.

To replace the IC card battery

In the following procedure, it is assumed that the IC card whose battery is being replaced is loaded in the SF Unit.

1. Remove the screws that hold the back cover of the SF Unit in place, and remove the back cover.
2. Check to make sure that the IC card is set securely into the SF Unit and that the LOCK/FREE switch is in the LOCK position. Do not change the position of the LOCK/FREE switch during the following procedure.
3. Use a thin, pointed object to press down on the battery holder lock and slide it in the direction indicated by the arrow in the illustration below.
   While doing this, slide the IC card battery holder from the card.



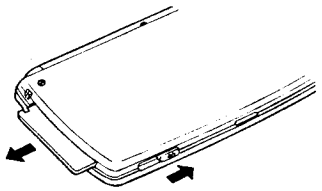
4. Remove the old battery. Wipe off the surfaces of a new battery with a soft cloth and place it on the battery holder so that its (+) side is facing up.
5. Insert the battery holder back into the card, making sure that it is positioned correctly.
6. Replace the back cover of the SF Unit and fasten it in place using the screws.

Installing and removing an IC card

Note that the SF Unit is shipped with a dummy card loaded in the IC card slot to protect internal components.

To replace an IC card

1. Press the **OFF** key of the SF Unit to switch power OFF.
2. Slide the LOCK/FREE switch to the FREE position.
3. Slide the card eject switch in the direction noted by the arrow in the illustration.



4. Pull out the card currently installed in the SF Unit.
5. Carefully install the card you want to use.
6. Slide the LOCK/FREE switch to the LOCK position.
   Now if you press the **ON** key of the SF Unit, the unit will enter the Card Mode.

- If you use the above procedure to load the dummy card, switching SF Unit power ON will cause the SF Unit to enter the last mode which was being used prior to the card replacement procedure.
- If you press the **CARD** key while the dummy card is loaded or when there is no card loaded, the message: "INSERT CARD !" appears on the display for about one second.

Important

If you are using the SF Unit without an IC card, be sure that the dummy card is installed. The dummy card protects against problems caused by dust, dirt, and static electricity. It also protects against damage to the SF Unit caused by pressing down too strongly on the keyboard keys.

IC Cards availability

You can use many of the wide variety of IC cards available for existing CASIO SF Units with the SF-R10/SF-R20. Simply load a IC card and your SF Unit instantly is able to perform a host of powerful specialized functions.
The following is a list of optionally available IC cards that currently (as of July, 1992) can be used with the SF-R10/SF-R20.

Model	Name
ES-640	Expense Easy Plus
ES-650	Powerful Scientific
ES-700	Wine Guide
ES-710	European Restaurant Guide
ES-720	3-Game Fun Pack
ES-800	Travel Conversations Spanish/English
ES-801	Travel Conversations Spanish/English II
ES-810	Multi-Lingual Translation Dictionary
ES-820	Asia Travel Conversations

The following IC cards cannot be used with the SF-R10/SF-R20.

Model	Name
ES-600	Spelling Checker & Thesaurus Dictionary
ES-610	Spelling Checker with Financial & Legal Terms
ES-620	Spelling Checker with Medical Terms
ES-630	Power Spreadsheet by Lucid 3-D

- The new Business Card Library format affects key operations if you use the ES-800 (Travel Conversations Spanish/English) IC card. To enter a specific Category with this card, we recommend that you use the Initial Character Search procedure.
- **Note that the selection of optionally available IC cards continues to grow. Consult with your CASIO dealer for current details on SF-R10/SF-R20 compatible IC cards.**

6-2 Using RAM Cards

Optionally available RAM cards give you virtually unlimited external storage for your data. You can save data from the Telephone Directory, Business Card Library, Memo, To Do, and Free File and Spreadsheet modes to a RAM cards*. Note that clipboard data cannot be saved to a RAM card.

* ES-110, ES-105, and ES-100 RAM cards cannot be used to store To Do, Free File, or Spreadsheet data.

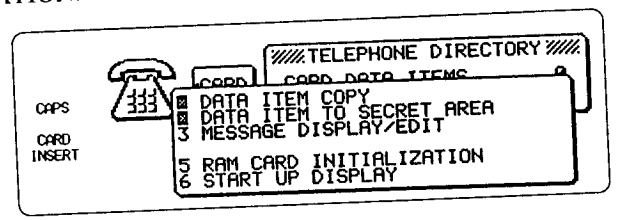
Important!
Whenever a RAM card is loaded, the SF Unit automatically accesses the RAM card memory whenever you switch power on.

Setting Up for RAM Card Operations

The following describes what you should do to set up a RAM card for use with the SF Unit.

To initialize a RAM card

1. After loading a RAM card, press **ON** to switch SF Unit power on.
   - If the card that is installed is a new one (not initialized), the message 'RAM CARD NOT INITIALIZED! CONSULT YOUR OWNER'S MANUAL UNDER "USING RAM CARD" ' appears on the display.
2. Press **FUNCTION** to display the function menu and then select RAM CARD INITIALIZATION.



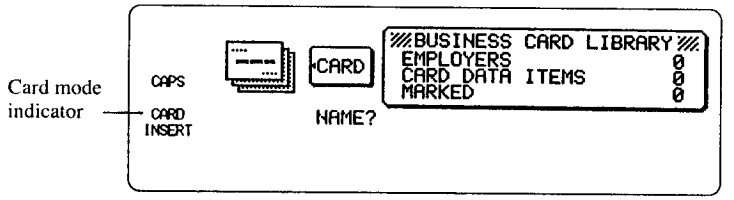
- If you are initializing a RAM card that was previously initialized, you will have to press **FUNCTION** twice to find the RAM CARD INITIALIZATION menu item.

Warning!
The next step starts the initialization operation, which erases all data previously stored on the RAM card.

3. Press **SET** to initialize the RAM card or **ESC** to abort without initializing.

To switch between main memory and RAM card memory

1. When a RAM card is installed in the SF Unit, press a mode key to enter one of the modes whose data can be stored on a RAM card.
2. Press the mode key again to access the RAM card memory.

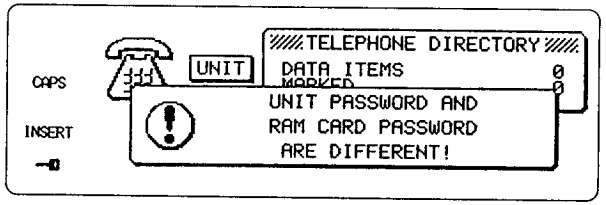


3. Each time you press the mode key for the mode you are in, you switch between main memory and RAM card memory. Note that pressing the **CARD** key *does not* access the RAM card.

After you access a RAM card's memory, you can perform all of the standard data input, recall, edit, delete, copy, move, and print functions that are available with main memory. Note that RAM card operations are not available for the Schedule Keeper, Calendar, and Reminder 1 & 2 Modes. The SF Unit will not allow you to transfer such data to the RAM card.

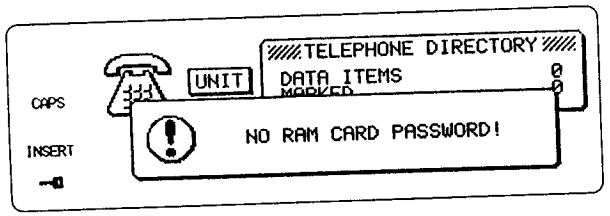
Notes

- Pressing the mode key for another mode whose data can be stored on a RAM card while you are already accessing RAM card memory switches to that mode and retains access to the RAM card memory.
- If you are accessing the main memory's secret area when you switch the RAM card memory, you automatically access the RAM card's secret memory area.
- If the RAM card's secret memory area password is different from the main memory's secret memory area password, the following message appears when you try to access RAM card memory from the main memory's secret area, or when you try to access the main unit memory from the RAM card's secret area.



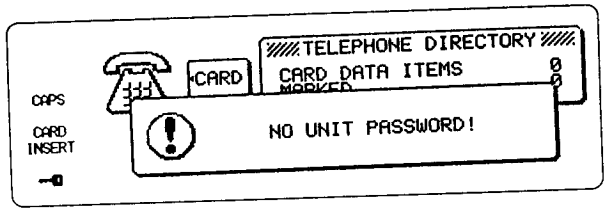
Next, the initial display of the mode you are in appears. You cannot access the RAM card's secret area from the main memory's secret area unless the RAM's secret area password matches the password of the main memory's secret area.

- If the RAM card does not have a secret area, the following message appears when you try to access RAM card memory from the main memory's secret area.



Next, the initial display of the mode you are in appears. You cannot access the RAM card from the main memory's secret area unless the RAM card also has a secret area under a password that matches the password of the main memory's secret area.

- If there is no secret memory area in the main memory, the following message appears when you try to access the main memory from the RAM card 's secret area.



Next, the initial display of the mode you are in appears. You cannot access the main memory from the RAM card's secret area unless the main memory also has a secret area under a password that matches the password of the RAM card's secret memory area.

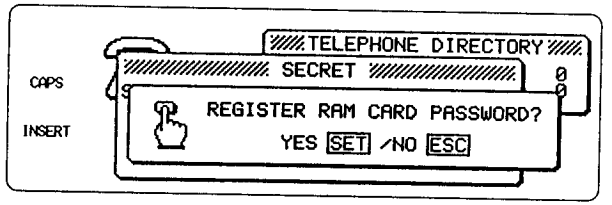
About RAM card passwords

As with the main memory, you can create a secret memory area on the RAM card for storage of data. Then, no one can recall the data from the RAM card unless they are able to input the correct password.

There is not actual procedure that specifically creates a secret memory area on the RAM card. Passwords are assigned to RAM card automatically as described below.

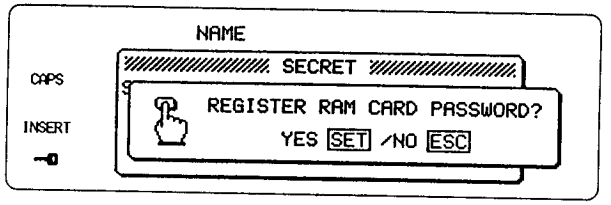
- Whenever you initialize a RAM card, that RAM card is automatically assigned the SF Unit's secret memory area's password.

- Whenever you create a secret memory area in the SF Unit's main memory, you are provided with the option of also assigning that password to the RAM card installed in the SF Unit at that time. The following shows the screen that appears when you register a new password for the main memory's secret area while a RAM card is installed.



Press **SET** to register the password for the RAM card also, or **ESC** if you do not want to assign the password to the RAM card.

- Whenever you edit an existing password for the secret area in the SF Unit's main memory, you are provided with the option of also assigning the new password to the RAM card installed in the SF Unit at that time. The following shows the screen that appears when you register an edited password for the main memory's secret area while a RAM card is installed.



Press **SET** to register the new password for the RAM card also, or **ESC** if you do not want to assign the new password to the RAM card.

To access an existing RAM card secret area

1. While accessing RAM card memory, enter any of the modes whose data can be stored in the secret area.
2. Press ⇥ to display the password input screen.
3. Input the password.
4. Press ⇥ again to access the secret area for the mode you selected in step 1 above.

To transfer data from the RAM card open area to the RAM card secret area

1. While in the RAM card open area, enter any of the modes whose data can be stored in the secret area.

2. Search for and display the data you want to move.
3. Press **FUNCTION** twice to display the second function menu, and select DATA ITEM TO SECRET AREA. At this time, a prompt appears asking you for the password registered for the secret area.
4. Input the correct password and press ↵.
5. Once you successfully access the secret memory area, a message appears confirming whether or not you want to complete the transfer. Press **SET** to transfer the selected data, or **ESC** to abort the operation.

- When you transfer data to the secret area, it is automatically deleted from the open area.

To transfer data from the RAM card secret area to the RAM card open area

1. Enter any of the modes whose data can be stored in the secret area.
2. Access the secret area.
3. Search for and display the data you want to move.
4. Press **FUNCTION** twice to display the second function menu and select DATA ITEM TO OPEN AREA.
5. A message appears confirming whether or not you want to complete the transfer. Press **SET** to transfer the selected data, or **ESC** to abort the operation.

- When you transfer data to the open area, it is automatically deleted from the secret area.

6-3 Transferring Data Between Main Memory and RAM Card Memory

When you transfer data between the main SF Unit memory and RAM card memory, you must specify whether you want to transfer one item, all items in a specific mode, or all data items in memory.

About Free File data transfers

If the SF Unit finds that any of the names of the Free Files being transferred match any Free File names in the receiving memory, one of the following messages appears after the transfer is complete.

Message A

SAME FREE FILE NAME USED! DELETE NON-FREE FILE DATA?
YES [SET] /NO [ESC]

Message B

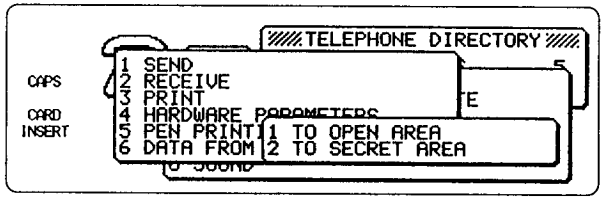
NAME ALREADY USED! CHANGE TO DIFFERENT NAME!
PRESS [SET] TO CONTINUE!

Message A appears when you are transferring all data items. Press **SET** to delete all data from the sending memory, except the Free File data.
Message B appears when you are transferring a single data item or all the data items in a specific mode (mode data items). Press **SET** to clear the message without deleting any data from the sending memory.

To transfer one data item

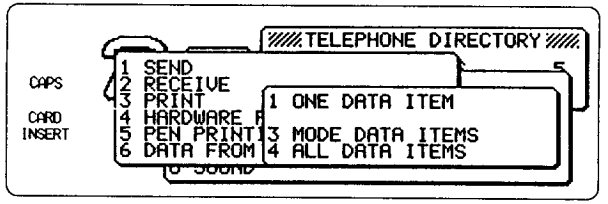
1. While an initial screen for the Telephone Directory, Business Card Library, Memo, To Do, or Free File Mode is shown, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **6** to select DATA TO/FROM RAM CARD.

- The actual message that appears on the display depends on whether you are accessing the RAM card when you start the procedure with step 1 above. If you are accessing the SF Unit's main memory, the message reads DATA TO RAM CARD. If you are accessing the RAM card's memory (CARD indicator is shown on the display), the message reads DATA FROM RAM CARD.



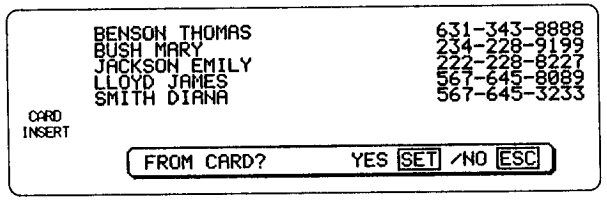
3. Select whether you want to store the data in the secret area.

- If you select TO SECRET AREA, you must also input the secret password and press ↵.

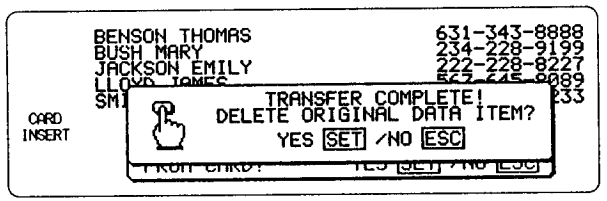


4. Press **1** to select ONE DATA ITEM.
5. Use the Mode Initial Character Search or Mode General Search to find the data item you want to transfer.

6. After finding the data item you want to transfer, press **SET** to transfer it.



7. Press **SET** to start the transfer or **ESC** to abort the operation without transferring anything.

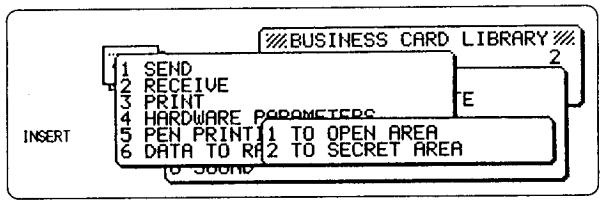


8. Press **SET** to delete the original data item or **ESC** to retain it (which means you end up with two of the same item, one in the main memory and one on the RAM card).

To transfer all data in a specific mode

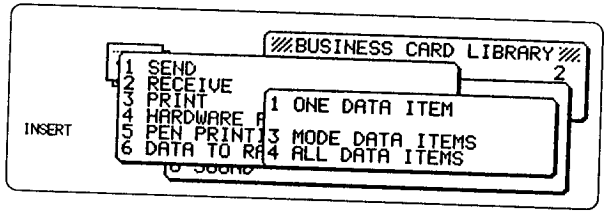
1. While an initial screen for the Telephone Directory, Business Card Library, Memo, To Do, or Free File Mode is shown, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **6** to select DATA TO/FROM RAM CARD.

- The actual message that appears on the display depends on whether you are accessing the RAM card when you start the procedure with step 1 above. If you are accessing the SF Unit's main memory, the message reads DATA TO RAM CARD. If you are accessing the RAM card's memory (CARD indicator is shown on the display), the message reads DATA FROM RAM CARD.

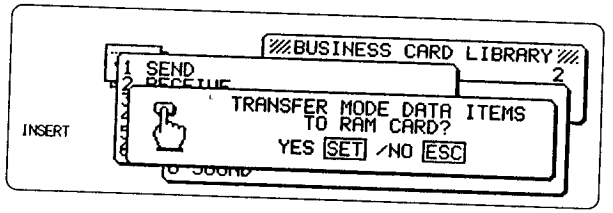


3. Select whether you want to store the data in the secret area.

- If you select TO SECRET AREA, you must also input the secret password.



4. Press **3** to select MODE DATA ITEMS.

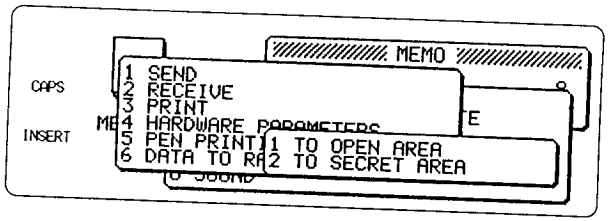


5. Press **SET** to start the transfer or **ESC** to abort the operation without transferring anything.
6. Press **SET** to delete the original data or **ESC** to retain it.

To transfer all data

1. While an initial screen for the Telephone Directory, Business Card Library, Memo, To Do, or Free File Mode is shown, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **6** to select DATA TO/FROM RAM CARD.

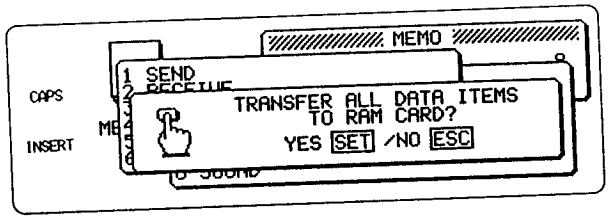
- The actual message that appears on the display depends on whether you are accessing the RAM card when you start the procedure with step 1 above. If you are accessing the SF Unit's main memory, the message reads DATA TO RAM CARD. If you are accessing the RAM card's memory (CARD indicator is shown on the display), the message reads DATA FROM RAM CARD.



3. Select whether you want to store the data in the secret area.

- If you select TO SECRET AREA, you must also input the secret password.

4. Press **4** to select ALL DATA ITEMS.



5. Press **SET** to start the transfer or **ESC** to abort the operation without transferring anything.
6. Press **SET** to delete the original data or **ESC** to retain it.

Part 7
Data Communications

Data communications capabilities let you transfer data between two CASIO SF Units, or between the SF Unit and a personal computer. You can perform such operations in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Calendar, Reminder, To Do, or Free File mode.

7-1 Setting Up for Data Communications

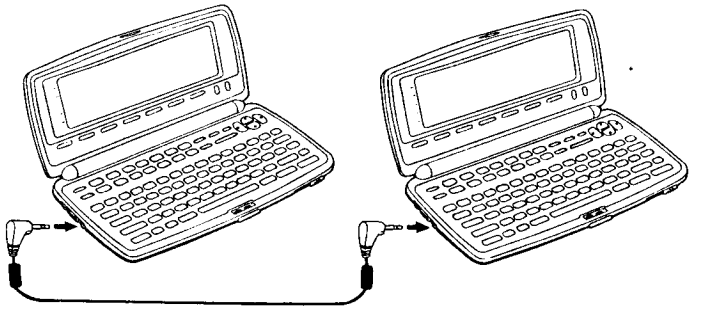
The following describes what you should do to set up for data communications between two SF Units or between the SF-R10/SF-R20 and a personal computer.

To connect the SF-R10/SF-R20 to another SF Unit

1. Make sure that the power of both units is switched off.
2. Remove the covers from the data communications jacks on the two SF Units.
3. Connect the two units using the SB-60 cable that comes with the SF-R10/SF-R20. You can also connect the units using an optional SB-62 cable.

Important!

- Note that the SF-R10/SF-R20 comes equipped with a variety of new features and functions. Because of this, certain data from the SF-R10/SF-R20 is not supported on existing SF Unit models. For example, some SF Units do not support multiple-date Schedule Keeper data, Reminder 2 data, Reminder item times, To Do data, etc. You will not be able to transfer data from the new SF-R10/SF-R20 functions to SF Units that do not support such functions.
- You cannot perform data communications with the CASIO SF-A Series of SF Units (SF-A10, etc.)



Important

Be sure to replace the connector covers on the SF Units when you are not performing data communications.

Performing Data Communications Between on SF Unit and a Personal Computer

Note that the optionally available FA-120 V3.50 Interface Unit is for data communications between the SF-R10/SF-R20 and a personal computer. Though the FA-100 and FA-150 Interface Units can also be used for data communications, the software that comes with these interface units is unable to transfer Free File, Reminder, To Do List, and Spreadsheet data.

For details on spreadsheet data communications, see the Lucid 3-D Spreadsheet User's Manual.

To connect the SF Unit with a personal computer

1. First, ensure that the power of the SF Unit and the personal computer is switched OFF.
2. Connect the personal computer to the FA-120 Interface Unit.
3. Remove the connector cover from the connector terminal of the SF Unit.

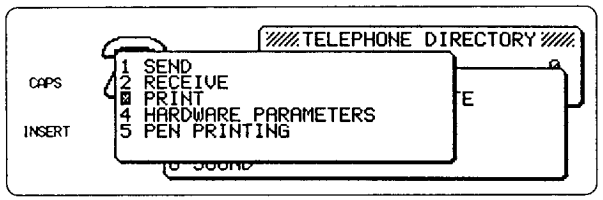
- Be careful not to lose the connector cover. It should be replaced in the connector termial whenever the cable is disconnected.

4. Connect the SF Unit to the FA-120 Interface Unit.
5. Switch the power of the personal computer ON, followed by the SF Unit.

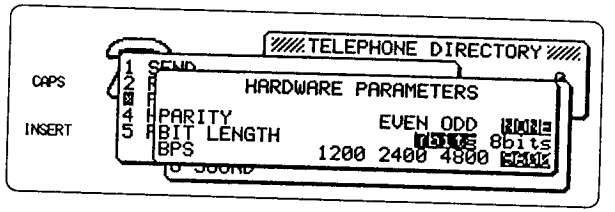
- When data transfer operations are complete, switch power off in the sequence: SF Unit and then personal computer.
  Next, disconnect the units.
- The above operation is based on the FA-120 V3.50 Interface Unit. For Information on using the FA-100 or FA-150, consult the Owner's Manuals that come with these interface units.
- **For details on computer hardware requirements, see the communications software manual.**

To set the SF Unit hardware parameters

1. While an initial screen is displayed, press **FUNCTION** to display the function menu, and select DATA COMMUNICATION.



2. Press **4** to select HARDWARE PARAMETERS.



- The highlighted items are the parameters that are currently set.
- The PARITY parameter setting is flashing because it is *selected.*

3. Use ▲ and ▼ to select a different parameter.
4. Use ◀ and ▶ to change the highlighted setting of the currently selected parameter.
5. When the parameters are set the way you want them, press **SET** to store them.

About communications parameters

Communications parameters make it possible for two communicating units to understand each other. The following explanations are provided for your information only. The only thing you need to remember is that the parameters of the sending unit and the receiving unit must be identical.

Parity

Parity is used for error detection during data exchanges. You can set the SF Unit parity as even, odd, or none.

Bit Length

The bit length parameter states how many bits are to be used for each character. You can set the SF Unit bit length as 7 bits or 8 bits.

BPS

The letters "BPS" stand for "bits per second," and this setting represents the speed at which data is sent. The SF-R10/SF-R20 lets you set a speed of 1200, 2400, 4800, or 9600 bps.

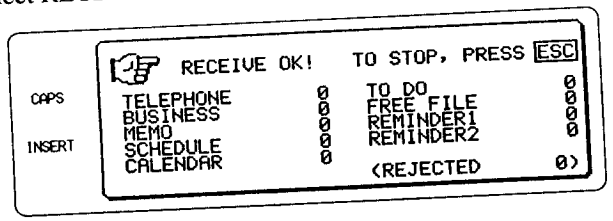
Notes

- During data communications for spreadsheet data, the bit length parameter of the SF-R10/SF-R20 changes automatically to 8 bits. It automatically switches back to the parameter setting you make after the spreadsheet data communications operation is complete.
- Be sure also make sure that the data bit length of your personal computer is set to 8 bits when transferring spreadsheet data.

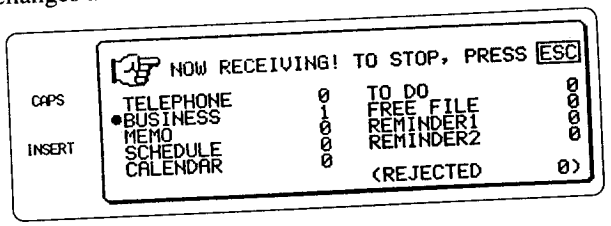
- The following are the default parameter settings for the SF-R10/SF-R20.
  Parity: NONE
  Bit Length: 7
  BPS: 9600

To set up the SF-R10/SF-R20 to receive data

1. While an initial screen is displayed, press **FUNCTION** to display the function menu, and select DATA COMMUNICATION.
- If you want the data you receive to be stored into the secret memory area, you should already be in the secret area before you start this operation. If you are in the open memory area on the receiving unit, received data is stored into the open memory area.
2. Press **2** to select RECEIVE.



- This message indicates that the receive unit is standing by for data. Perform the required procedures to start sending data from another SF Unit.
- To abort receive at any time, press **ESC**.
- This procedure is the same regardless of whether data is received from another SF Unit or from a personal computer.
3. The display changes as shown here once the SF-R10/SF-R20 starts receiving data.



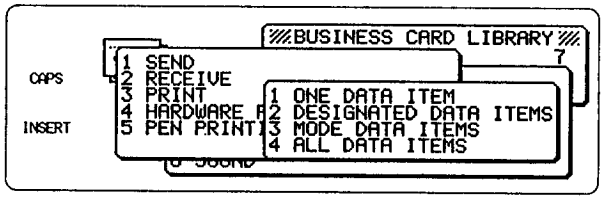
- The number of items received is counted on the display.
- Received data is added to the data already in memory.
- The "•" symbol appears to the left of the name of the mode for which data is being received.
- If you transfer data with another SF Unit that does not have the same modes as the SF-R10/SF-R20, the data for which there is no corresponding mode is skipped.

7-2 Sending All Data

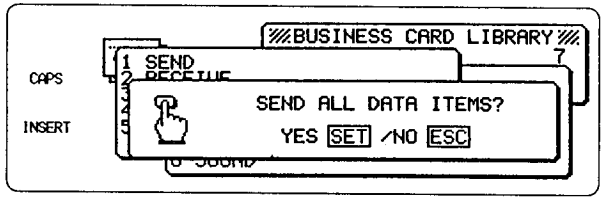
With the procedure described here, you can send all data stored in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Calendar, Reminder, To Do, and Free File Modes. It is important to note here that the SF-R10/SF-R20 distinguishes between secret memory area and open memory area data. If you are in the open memory area when you perform this operation, all open memory area data is sent (without any secret memory area data). If you are in the secret memory area, only the secret memory area data is sent.

To send all data

1. While an initial or data display screen is displayed, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.



3. Press **4** to select ALL DATA ITEMS.



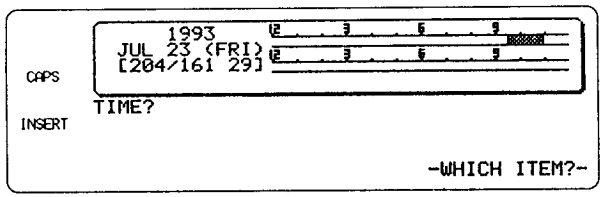
4. Press **SET** to start the send or **ESC** to abort without sending anything.
- The message "NOW SENDING! TO STOP, PRESS ESC" appears while data is being sent. You can interrupt the send operation at any time by pressing **ESC**.
- Data is send in the sequence: Telephone Directory, Business Card Library, Memo, Schedule Keeper, Calendar, To Do, Free File, Reminder 1, Reminder 2.
- To abort the send at any time, press **ESC**.
5. After the send, the display returns to the initial screen of the mode you were in when you started this procedure.

7-3 Sending Schedule Keeper Mode Data

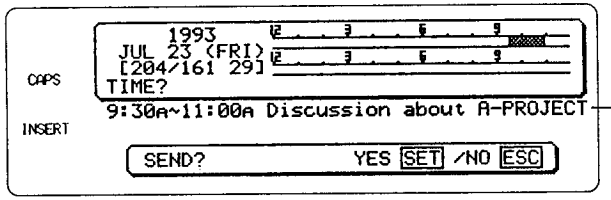
This section tells you how to send data from the Schedule Keeper Mode of the SF-R10/SF-R20 to another SF Unit or to a personal computer. The information here covers operation of the SF-R10/SF-R20 only. Consult with the manual for your SF Unit or personal computer for what you need to do to set up to receive data.

To send one Schedule Keeper Mode item

1. While in the Schedule Keeper Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.
3. Press **1** to select ONE DATA ITEM.



4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to send. Only the item that is in the top line of the display is sent by this operation.

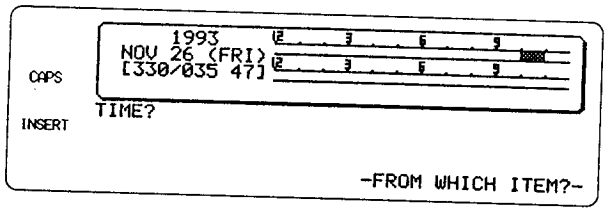


- If the item you select is part of a multiple-date item, the data for all the dates that make up the item is sent. If you send a multiple-date item to an SF Unit that does not support multiple date items, only the initial date of the item is sent (without a time).
- If a Reminder 1 or 2 Mode item is displayed, the message "REMINDER DATA! CANNOT SEND!" appears to tell you it cannot be sent.

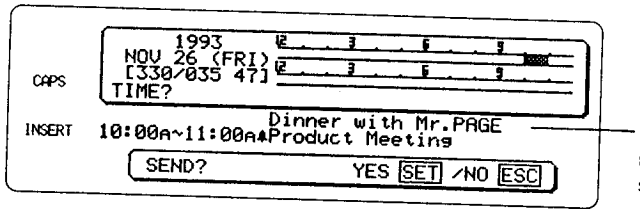
5. When the item you want to send is in the top line of the Schedule Keeper Mode screen, press **SET** to start the send operation or **ESC** to abort without sending anything. If you press **SET** the item is sent and then the display returns automatically to the normal Schedule Keeper Mode display.

To send designated Schedule Keeper Mode items

1. While in the Schedule Keeper Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.
3. Press **2** to select DESIGNATED DATA ITEMS.



4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to send.

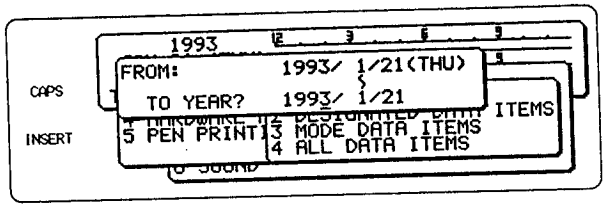


- If the item you select is part of a multiple-date item, the data for all the dates that make up the item is sent. If you send a multiple-date item to an SF Unit that does not support multiple date items, only the initial date of the item is sent (without a time).
- If a Reminder 1 or 2 Mode item is displayed, the message "REMINDER DATA! CANNOT SEND!" appears to tell you it cannot be sent.

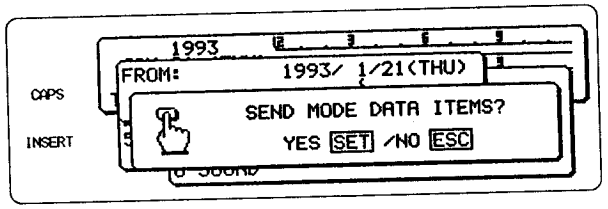
5. When the item you want to send is in the top line of the Schedule Keeper Mode screen, press **SET** to start the send operation or **ESC** to abort without sending anything.
- This operation sends all items starting from the item you selected in step 4.

To send Schedule Keeper Mode items for a specific period

1. While in the Schedule Keeper Mode, display the date that starts the period for which you want to send data.
2. After you display your start date press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
3. Press **1** to select SEND.
4. Press **3** to select MODE DATA ITEMS.



5. The start date is the date you displayed in step 1 above. Input the year, month, and day of the ending date, pressing **TIME/DATE** after each input.



6. After you input the ending date, press **SET** to start the send operation or **ESC** to abort without sending anything.
- When the period you select contains any part of a multiple-date item, the entire multiple-date item is also sent.

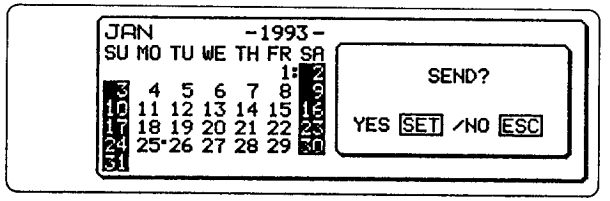
7-4 Sending Calendar Mode Data

This section tells you how to send Calendar Mode date highlights from the SF-R10/SF-R20. The information here covers operation of the SF-R10/SF-R20 only. Consult with the manual for your SF Unit or personal computer for what you need to do to set up to receive data.

To send one Calendar Mode month

1. While in the Calendar Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.

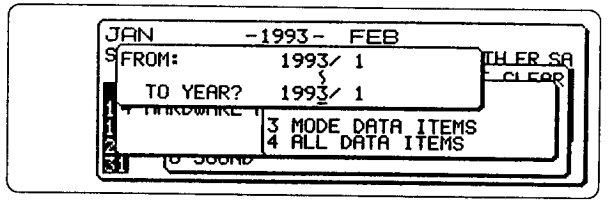
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.
3. Press **1** to select MONTH.



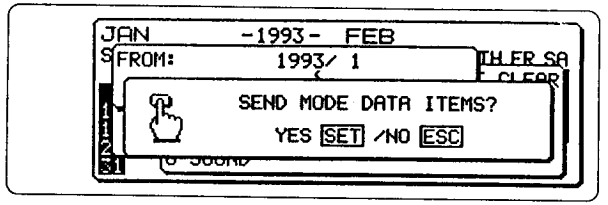
4. Use ▲ and ▼ to display the calendar whose highlights you want to send. Make sure that the calendar whose data you want to send is on the left side of the display.
5. When the calendar whose you highlights you want to send is on the left side of the display, press **SET** to start the send operation or **ESC** to abort without sending anything.

To send Calendar Mode items for a specific period

1. While in the Calendar Mode, display the calendar that starts the period for which you want to send data. Make sure that the calendar you want to start from is on the left side of the display.
2. After you display the start calendar press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
3. Press **1** to select SEND.
4. Press **3** to select MODE DATA ITEMS.



5. The start date is the date you displayed in step 1 above. Input the year, month, and day of the ending date, pressing **TIME/DATE** after each input.



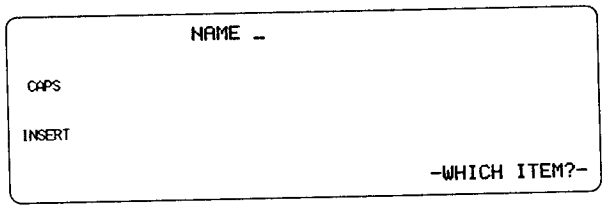
6. After you input the ending date, press **SET** to start the send operation or **ESC** to abort without sending anything.

7-5 Sending Other Mode Data

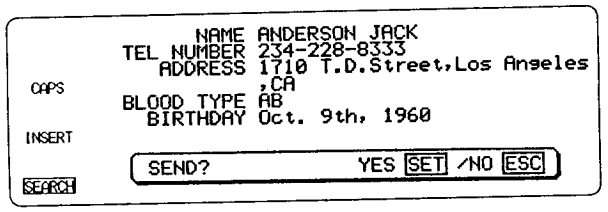
The procedures described in this section tell you how to send data from the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File Mode of the SF-R10/SF-R20 to another SF Unit or to a personal computer. The information here covers operation of the SF-R10/SF-R20 only. Consult with the manual for your SF Unit or personal computer for what you need to do to set up to receive data.

To send one item

1. While in the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.
3. Press **1** to select ONE DATA ITEM.



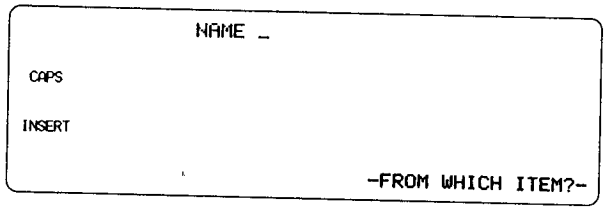
4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to send. Be sure to use the Data Display of the item you want to send. Do not use the Index Display format.



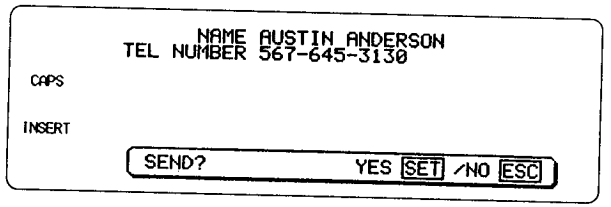
5. When the Data Display of the item you want to send is on the screen, press **SET** to start the send operation or **ESC** to abort without sending anything.

To send designated items

1. While in the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.
3. Press **2** to select DESIGNATED DATA ITEMS.



4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to start from. Be sure to use the Data Display of the item you want to send. Do not use the Index Display format.

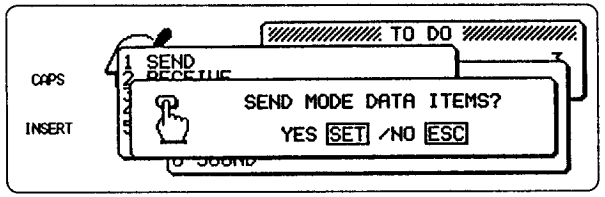


5. When the Data Display of the item you want to send is on the screen, press **SET** to start the send operation or **ESC** to abort without sending anything.
- This operation sends all items starting from the item you selected in step 4.

To send all items in a specific mode

1. While in the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
- Remember also to set up the receiving unit to receive data.
2. Press **1** to select SEND.

3. Press **3** to select MODE DATA ITEMS.



4. Press **SET** to send all data contained in the mode you are in or **ESC** to abort without sending anything.

Part 8
Printing

You can print data directly from the SF Unit to a serial printer connected via the optional FA-100 Interface Unit. You can print data from the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Calendar, Reminder, To Do, and Free File Modes.

Important!
Note that printing can be performed only if you use the FA-100 or FA-150 Interface Unit.

8-1 Setting Up for Printing

The following describes what you should do to set up for printing. Note that the recommended printer is an EPSON LX-800 with a #8143 serial interface.

To connect the SF Unit to a printer

1. Make sure that the power of the SF Unit and the printer is switched off.
2. Connect the printer to the Interface Unit using an RS-232C cross cable.
3. Remove the connector cover from the connector terminal of the SF Unit.

- Be careful not to lose the connector cover. It should be replace whenever you are not using the connector terminal.

4. Connect the SF Unit to the Interface Unit.
5. Switch on the power of the Interface Unit, followed by the SF Unit, and then the printer.

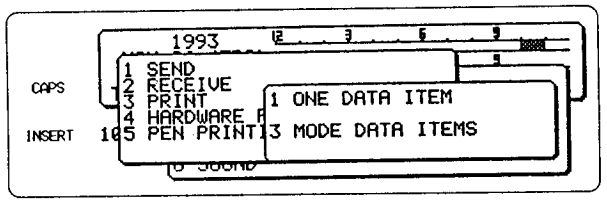
- After you finish printing, switch power off in the sequence: printer, SF Unit, and then Interface Unit.

8-2 Printing Schedule Keeper Mode Data

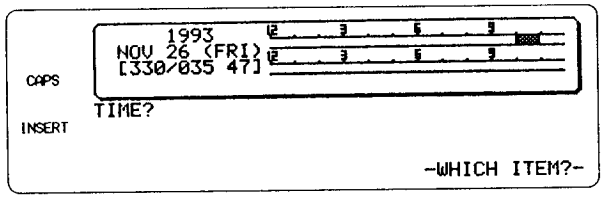
This section details how to print Schedule Keeper Mode data. Note you can not print Reminder 1 & 2 Mode items that are displayed in the Schedule Keeper Mode.

To print one Schedule Keeper Mode item

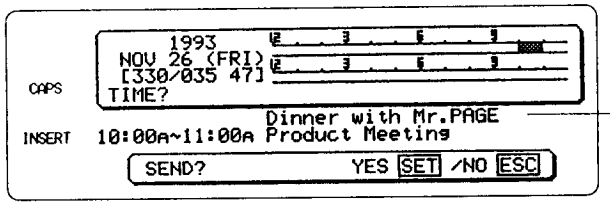
1. While in the Schedule Keeper Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **3** to select PRINT.



3. Press **1** to select ONE DATA ITEM.



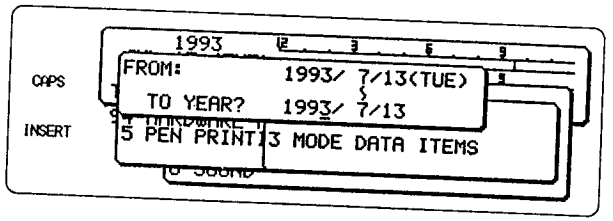
4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to print. Only the item that is in the top line of the display is printed by this operation.



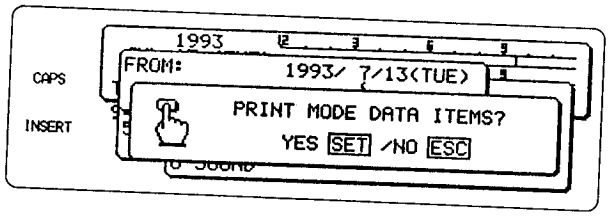
5. When the item you want to print is in the top line of the Schedule Keeper Mode screen, press **SET** to start the print operation or **ESC** to abort without printing anything. If you press **SET** the item is printed and then the display returns automatically to the normal Schedule Keeper Mode display.

To print Schedule Keeper Mode items for a specific period

1. While in the Schedule Keeper Mode, display the date that starts the period for which you want to print data.
2. After you display your start date press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
3. Press **3** to select PRINT.
4. Press **3** to select MODE DATA ITEMS.



5. The start date is the date you displayed in step 1 above. Input the year, month, and day of the ending date, pressing **TIME/DATE** after each input.



6. After you input the ending date, press **SET** to start the print operation or **ESC** to abort without printing anything.

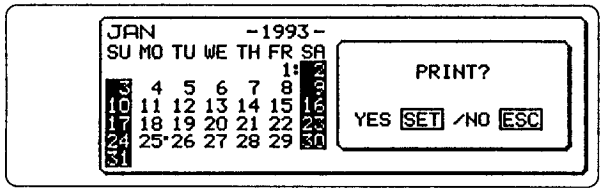
- When the period you select contains any part of a multiple-date item, the entire multiple-date item is also printed.

8-3 Printing Calendar Mode Data

This section tells you how to print Calendar Mode date highlights from the SF Unit. The information here covers operation of the SF Unit only. Consult with the manual for your printer for what you need to do to set up to print data.

To print one Calendar Mode month

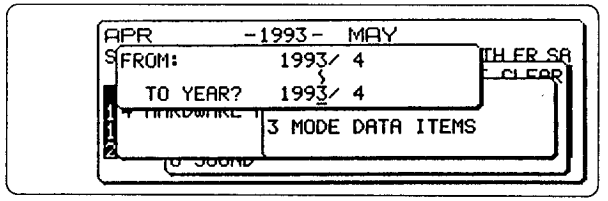
1. While in the Calendar Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **3** to select PRINT.
3. Press **1** to select MONTH.



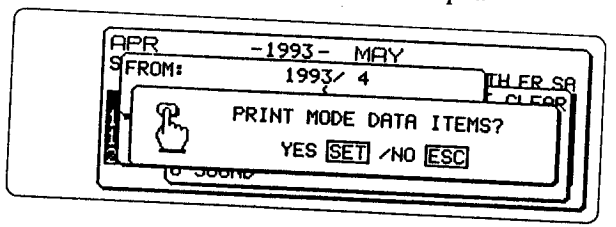
4. Use ▲ and ▼ to display the calendar you want to print. Make sure that the calendar you want to print is on the left side of the display.
5. When the calendar you want to print is on the left side of the display, press **SET** to start the print operation or **ESC** to abort without printing anything.

To print Calendar Mode items for a specific period

1. While in the Calendar Mode, display the calendar that starts the period you want to print. Make sure that the calendar you want to start from is on the left side of the display.
2. After you display the start calendar press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
3. Press **3** to select PRINT.
4. Press **3** to select MODE DATA ITEMS.



5. The start date is the month you displayed in step 1 above. Input the year and month of the ending month, pressing **TIME/DATE** after each input.



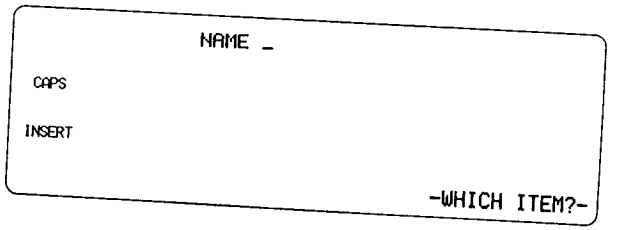
6. After you input the ending date, press **SET** to start the print operation or **ESC** to abort without printing anything.

8-4 Printing Other Mode Data

The procedures described in this section tell you how to print data from the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File Mode of the SF Unit.

To print one item

1. While in the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **3** to select PRINT.
3. Press **1** to select ONE DATA ITEM.

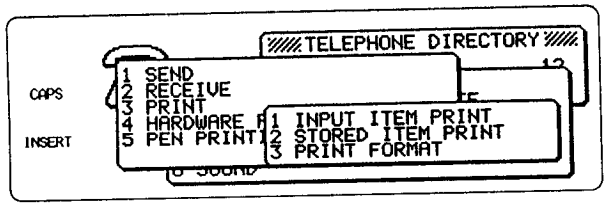


9-2 Printing Input Data

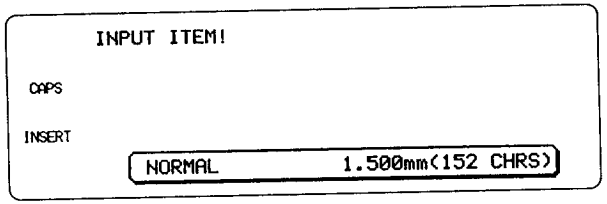
With the procedure described here, you can input data on the SF Unit's keyboard for printout with the CP-9.

To print input data

1. While the initial screen of the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder, To Do, or Free File Mode is displayed, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **5** to select PEN PRINTING.



3. Press **1** to select INPUT ITEM PRINT.



- If you want to change the format before you start the print operation, press **3** to select PRINT FORMAT.

4. Input the characters you want to print.
- The number of characters you can input depends on the print format you are using. The cursor changes to "■" when there is room for input of 5 more characters.
- If you press the ↵ key, a newline mark is inserted into the text. The CP-9 regards this as a STOP mark. See the manual that comes with the CP-9 for details on STOP marks.
- You can include up to 15 newline marks in text.

5. After you finish inputting characters, press the **READ** button on the CP-9 and then press the **SET** key of the SF Unit to send the data to the CP-9.
- You can also change the print format. For details, see "To change the print format".

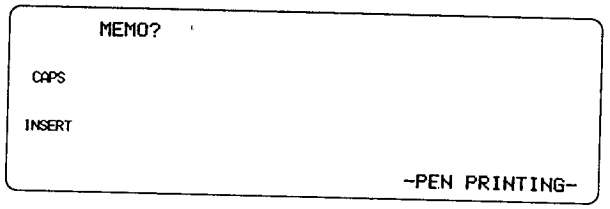
6. Holding down the **PRINT** key of the CP-9, print the data.
7. After you finish printing, you can press **ESC** to return to the INPUT ITEM! prompt in step 4.

9-3 Printing Memory Data

Use the procedure described here to print data from the SF Unit's memory. The same procedure is applicable for all modes.

To print memory data

1. While the initial screen of the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder, To Do, or Free File Mode is displayed, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **5** to select PEN PRINTING.
3. Press **2** to select STORED ITEM PRINT.



- If you want to change the format before you start the print operation, press **3** to select PRINT FORMAT.

4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to print. Be sure to use the Data Display. Do not use the Index Display format. Move the line that you want to print to the top of the display.
- You can also change the print format. For details, see "To change the print format".

5. When the Data Display of the item you want to print is shown on the screen, press the **READ** button on the CP-9 and then press the **SET** key of the SF Unit to send the data in the top line of the display to the CP-9.
6. Holding down the **PRINT** key of the CP-9, print the data.
7. Repeat steps 4 through 6 to print other data if you want. Once you send the data to the CP-9 (step 5), you can print it as many times as you want without resending the data.

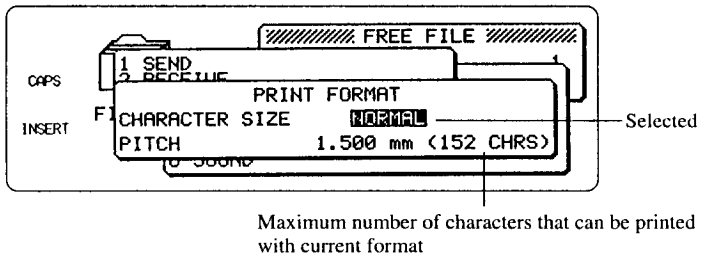
9-4 Changing the Print Format

You can change the format of the text you are printing with the CP-9. The following shows the attributes that you can change, as well as the available settings.

Character Size	Normal Double Height Double Width 4× Normal
Character Pitch	0.000 to 30.000 mm

To change the print format

1. While the initial screen of the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder, To Do, or Free File Mode is displayed, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **5** to select PEN PRINTING.
3. Press **3** to select PRINT FORMAT.

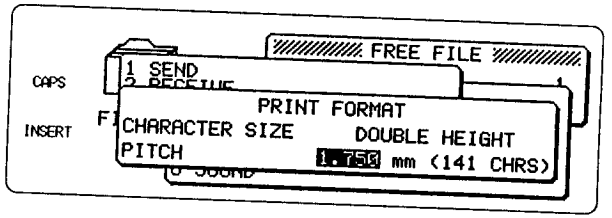


- The attribute that is highlighted on the display is selected.

4. Use ▲ and ▼ to move the highlighting between the two attributes and select the one you want.

5. While either attribute is selected, use ◀ and ▶ to change it in 0.125 mm increments, or ⏫ and ⏬ to change it in 1 mm increments.

- If the PITCH setting you make is impossible for the CP-9 to print, a message appears to tell you what setting is the limit.



6. After you set the pitch format as you want it, press **SET** to register the format and return to the printing operation.

Part 10
Technical Reference

This part of the manual provide technical information on troubleshooting, user maintenance, specifications, etc.

10-1 Keys

Key Cap	Name	Function
BS	Backspace	Press this key to backspace the cursor, deleting characters as you do.
BUSINESS CARD	Business Card Library Mode key	Press this key to enter the Business Card Library Mode.
CALENDAR	Calendar key	Press this key to enter the Calendar Mode.
CAL	Calculator Mode key	Press this key to enter the Calculator Mode.
CAPA	Capacity key	• Hold down this key to display the current status of the memory. • Press **SHIFT** and then this key to start the Auto Display operation.
CAPS	Caps key	Press this key shift-lock the keyboard between upper-case and lower-case characters.
CARD	Card Mode key	Press this key to access an optionally available IC card loaded in the SF Unit.
CODE	Code key	Press this key to shift the keyboard for input of special characters and symbols.
COPY/ PASTE	Copy/Paste key	Press this key to activate the copy/paste function.

Key Cap	Name	Function
TIME/ DATE	Time/Date key	Press this key to enter values that represent hours, minutes, years, months, or dates. Press **SHIFT** and then this key for the Date/Time Stamp.
DEL	Delete key	Press this key to delete the character at the current cursor position. Holding down this key deletes characters at high speed.
DISPLAY CHANGE	Display Change key	Press this key to switch between the Index Display format and the Data Display format.
ESC	Escape key	Press this key to interrupt any operation.
FREE FILE	Free File Mode key	Press this key to enter the Free File Mode.
FUNCTION	Function key	Press this key to display function menus.
GLOBAL	Global Search key	• Press this key to activate the Global Search function. • Press **SHIFT** and then this key to display the Alpha Index for the mode you are in.
HELP	Help key	• Press this key to display help messages for the operation you are performing. • Press **SHIFT** and then this key for general guidance about the SF Unit.
HOME TIME	Home Time key	Press this key to display the current Home Time.
INITIAL	Initial Character Search key	• Press this key to launch an Initial Character Search. • Press **SHIFT** and then this key to launch a General Search.
INS	Insert key	Press this key to switch between the Insert Mode and the Overwrite Mode.
🔑	Secret Key	Use this key to register a password, to access the secret memory area, and to exit the secret memory area.

10-2 Storage Capacity

The 256-kbyte memory capacity of the SF-R20 (128 kbytes for the SF-R10) includes a 214,926 user area (83,854 for the SF-R10). The following shows examples of what this means for the storage of data in each mode.

Telephone Directory

Approximately 10,234 (3,993 for the SF-R10) items under the following conditions.
- 8-character name
- 10-character telephone number

Approximately 5,117 (1,996 for the SF-R10) items under the following conditions.
- 8-character name
- 10-character telephone number
- 20-character address

Business Card Library

Approximately 2,193 (855 for the SF-R10) items under the following conditions.
- 10-character employer name
- 8-character personal name
- 10-character telephone number
- 10-character position
- 10-character department
- 20-character address

Approximately 2,409 (940 for the SF-R10) items when five business card items are stored for each employer under the conditions described above.

Memo Mode

Approximately 9,769 (3,811 for the SF-R10) 20-character memos.

Free File

Approximately 211 (82 for the SF-R10).
- 8-character file name
- 1,000-character data

To Do

Approximately 7,960 (3,105 for the SF-R10) 20-character items.

Reminder 1

1,000 items maximum (Reminder 1 alone or total of Reminder 1 and Reminder 2 items)

Reminder 2

1,000 items maximum (Reminder 2 alone or total of Reminder 1 and Reminder 2 items)

Schedule Keeper

Approximately 8,234 (3,186 for the SF-R10) items under the following conditions.
- 1-item per day, 20 characters per item
- 30 days per month
- Starting time specified, no alarm set

10-3 Auto Sort Sequence

The following table shows the sequence used for alphabetical data sorts.

1	§	31	=	61	[	91	{	121	â	151	ij
2	(space)	32	>	62	\	92	¦	122	ê	152	æ
3	!	33	?	63	]	93	}	123	î	153	ç
4	"	34	@	64	^	94	~	124	ô	154	å
5	#	35	A	65	a	95	Á	125	û	155	ϕ
6	$	36	B	66	b	96	É	126	¿	156	£
7	%	37	C	67	c	97	Í	127	Ä	157	¥
8	&	38	D	68	d	98	Ó	128	Ë	158	Ω
9	'	39	E	69	e	99	Ú	129	Ï	159	a
10	(	40	F	70	f	100	À	130	Ö	160	o
11	)	41	G	71	g	101	È	131	Ü	161	×
12	*	42	H	72	h	102	Ì	132	Ã	162	÷
13	+	43	I	73	i	103	Ò	133	Õ	163	±
14	,	44	J	74	j	104	Ù	134	Ñ	164	°
15	–	45	K	75	k	105	Â	135	IJ	165	2
16	.	46	L	76	l	106	Ê	136	Æ	166	3
17	/	47	M	77	m	107	Î	137	Ç	167	μ
18	0	48	N	78	n	108	Ô	138	Å	168	1/2
19	1	49	O	79	o	109	Û	139	Φ	169	1/4
20	2	50	P	80	p	110	¡	140	β	170	3/4
21	3	51	Q	81	q	111	á	141	¶	171	f
22	4	52	R	82	r	112	é	142	¢	172	|
23	5	53	S	83	s	113	í	143	ä	173	Fr
24	6	54	T	84	t	114	ó	144	ë	174	←
25	7	55	U	85	u	115	ú	145	ï	175	→
26	8	56	V	86	v	116	à	146	ö	176	√
27	9	57	W	87	w	117	è	147	ü		
28	:	58	X	88	x	118	ì	148	ã		
29	;	59	Y	89	y	119	ò	149	õ		
30	<	60	Z	90	z	120	ù	150	ñ		

10-4 Resetting the SF Unit's Memory

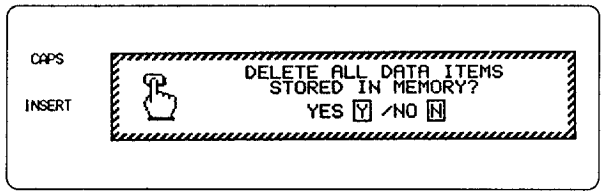
Warning!

The following procedure erases all data stored in the memory of the SF Unit, including mark protected data. Perform the following operation only when you want to delete all data and initialize the settings of the SF Unit.

Remember — you should always keep copies of important data by writing it down, by transferring it to a personal computer or other SF Unit, or by saving it to an optionally available RAM card.

To reset the SF Unit's memory

1. Open the back of the SF Unit.
2. Press the **RESET** button.



Warning!

The next step deletes all data stored in the SF Unit's memory. Make sure that you really want to delete the data before you continue!

3. Press **Y** to reset the memory and delete all data or **N** to abort the reset without deleting anything.

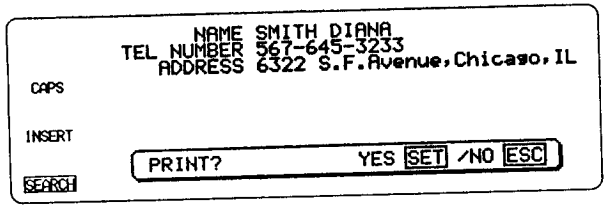
Following the reset described above, the World Time display appears and the SF Unit settings are initialized as noted below.

Time:	AM 12:00 00	Insert/Overwrite Mode:	
Date:	JAN/1/1993		Insert
Home Time City:	Washington, D.C.	Caps:	On
World Time City:	New York	Message Display:	On
Daily Alarm Time:	PM 12:00	Sound:	Daily Alarm off, all others on
Start Up Display:	Off		
Character Size:	6 × 8 (standard)	Parameters:	NONE, 7, 9600
		Print Format:	NORMAL, 1.500

Key Cap	Name	Function
MARK	Mark key	Press this key to mark protect or unprotect an item while you are inputting or editing it.
MEMO	Memo Mode key	Press this key to enter the Memo Mode.
NEXT	Next key	Press this key to insert a NEXT mark at the entry of an entry and to advance to the next entry. In the Memo and Free File Modes, press this key during a data input or data edit operation to display the calculation window.
NEXT ♪	Next Alarm List key	• Press this key to display the Next Alarm List. • Press **SHIFT** and then this key to display Schedule Alarm times in the Schedule Keeper Mode. • Some IC card require you to press **DATA IN/OUT** key for certain operation. This unit is not equipped with IN/OUT mode or **DATA IN/OUT** key. When using such an IC card with this unit, press **SCHEDULE** ♪ in place of the **DATA IN/OUT** key.
OFF	Off key	Press this key to switch power off.
ON	Power On/Clear key	Press this key to switch power on. Pressing this key while power is on clears the display.
REMINDER	Reminder Mode key	Press this key once to enter the Reminder 1 Mode and twice to enter the Reminder 2 Mode. If you enter the Reminder 2 Mode and then enter another mode, pressing this key goes directly into the Reminder 2 Mode.
SCHEDULE	Schedule Keeper Mode key	Press this key to enter the Schedule Keeper Mode.
SET	Set key	Press this key to store input data.
SHIFT	Shift key	Press this key to temporarily shift the keyboard for one character.
SPACE	Space key	Press this key to input a space.
SPREAD-SHEET	Spreadsheet Mode key	Press this key to enter the Spreadsheet Mode.

Key Cap	Name	Function
TEL	Telephone Directory key	Press this key to enter the Telephone Directory.
TO DO	To Do Mode key	Press this key to enter the To Do Mode.
WEEKLY	Weekly Schedule Mode key	Press this key to enter the Weekly Schedule Mode.
WORLD TIME	World Time key	Press this key to display the World Time.
▶	Cursor Right key	Press this key to move the cursor to the right.
◀	Cursor Left key	Press this key to move the cursor to the left.
▲	Cursor Up key	Press this key to move the cursor up, or to scroll the display.
▼	Cursor Down key	Press this key to move the cursor down, or to scroll the display.
⏫	Display Up key	Press this key to scroll up, screen-by-screen.
⏬	Display Down key	Press this key to scroll down, screen-by-screen.
↵	Newline key	Press this key to create a new line within an entry.
A thru **Z**	Letter keys	Press these keys to enter the corresponding letter. Use the **CAPS** and **SHIFT** key to switch between upper-case and lower-case letters. Certain letter keys are also used as calculator keys in the Calculator Mode.
1 thru **0**	Numeric keys	Press these keys to enter the corresponding number. Following **SHIFT**, these keys are also used for input of certain symbols and punctuation marks.
F1 thru **F5**		These are function keys, which are assigned functions by various optionally available IC cards.
KEY SHIFT		This key shifts the function keys (F1 thru F5).

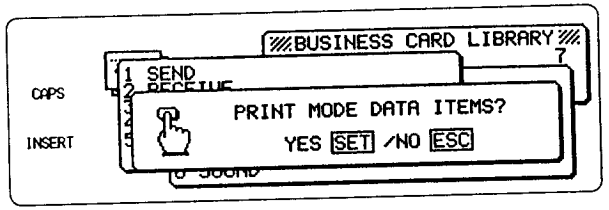
4. Use Index Search, Initial Character Mode Search, or General Mode Search to find the data item you want to print.



5. When the Data Display of the item you want to print is on the screen, press **SET** to start the print operation or **ESC** to abort without printing anything.

To print all items in a specific mode

1. While in the Telephone Directory, Business Card Library, Memo, Reminder, To Do, or Free File Mode, press **FUNCTION** to display the function menu and then select DATA COMMUNICATION.
2. Press **3** to select PRINT.
3. Press **3** to select MODE DATA ITEMS.



4. Press **SET** to print all data contained in the mode you are in or **ESC** to abort without printing anything.

Part 9
CP-9 Pen Printer

With the procedures described in this section, you can use the optionally available CASIO CP-9 Pen Printer to print data from the SF Unit. You can print data from the SF Unit's memory, or you can input data specifically for printing. When printing from memory, you can print data from the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Reminder, To Do, and Free File Modes.

9-1 Setting Up for Printing

The following describes what you should do to set up for printing.

To connect the CP-9 Pen Printer

1. Check to make sure that the power of the Pen Printer and the SF Unit is switched off.
2. Remove the Pen Printer's connector cover and connect the SB-60 or SB-62 cable.
3. Remove the SF Unit's connector cover and connect the other end of the cable.

- Be sure to keep the connectors of the Pen Printer and SF Unit cover when they are not in use.

About parameter settings

You should use the following parameters when printing with the CP-9 Pen Printer.

Parity : None
Bit Length : 8 bits
BPS : 9600

- These parameters are set automatically by the unit.

10-5 Error Table

Message	Meaning	Action
DATA ITEM NOT FOUND! NO DATA IN MEMORY!	Search attempted when no data is in memory.	You cannot perform a search operation when no data is stored.
DATA ITEM NOT FOUND!	No data matches your specification.	Change your specification or cancel the search operation.
IDENTICAL DATA ITEM ALREADY EXISTS!	A data item that is identical to the one you are trying to store already exists in memory.	Re-input the new data item or recall the existing data and edit it.
THAT TIME ALREADY SET FOR SCHEDULE ALARM!	A Schedule Alarm time with the same item as the one you are trying to store already exists in memory.	Change the Schedule Alarm time you are inputting or recall the existing Schedule Alarm time and change it.
THAT TIME ALREADY SET FOR REMINDER ALARM!	A Reminder Alarm time with the same item as the one you are trying to store already exists in memory.	Change the Reminder Alarm time you are inputting or recall the existing Reminder Alarm time and change it.
ALARM TIME ALREADY PASSED!	The Schedule Alarm time you specified is already passed. The data you input is stored without a Schedule Alarm time.	Always use future times for Schedule Alarm times.
100 ALARMS ALREADY SET!	You can set a maximum of 100 Schedule Alarms.	Input new data without a Schedule Alarm or delete some of the existing Schedule Alarms.
MEMORY FULL!	No more room in memory for data storage.	Delete data you no longer need.

Message	Meaning	Action
USER CITY NAME IN USE! CANNOT DELETE!	The city name you are trying to delete is being used as a Home Time city, a Daily Alarm city, or a World Time city.	Change to another Home Time, Daily Alarm, or World Time city before trying to delete the user city name.
CANNOT USE THIS NUMBER! PLEASE SET FOLLOWING NUMBER!	Clipboard memory is full, so the clipboard you specified for a cut or copy operation is not available.	Use one of the clipboards that is shown on the display with the error message.
PASSWORD MISMATCH!	The password you input does not match the one registered.	Input the password correctly.
TRANSMIT ERROR!	An error occurred during data communication.	Stop the data communication procedure. Check connections and parameter settings before trying the data communication procedure again.
STOPPED!	Data communication has been interrupted.	Stop the data communication procedure and try again.
REMINDER DATA! CANNOT SEND!	This message appears whenever a Reminder Mode data is selected for data communication in the Schedule Keeper Mode.	Use the Reminder Mode for data communications involving Reminder Mode data.
REMINDER DATA! CANNOT PRINT!	This message appears whenever a Reminder Mode data is selected for printing in the Schedule Keeper Mode.	Use the Reminder Mode to print Reminder Mode data.
DATA ERROR! CONSULT YOUR OWNER'S MANUAL UNDER "DATA ERROR"	The data stored in the SF Unit has been corrupted by strong impact or electrostatic charge.	Consult the section of this manual titled "Data Error."

10-6 Specifications

Model: SF-R10/SF-R20

Data storage:

Storage and recall of telephone, business card, memo, free file, to do, schedule, reminder data; calendar display; mark protection; secret area; editing; memory status display

Clock:

Worldtime; reminder alarm; schedule alarm; daily alarm; accuracy under normal temperatures: ±3 seconds average

Calculation:

12-digit arithmetic calculations; arithmetic constants (+, –, ×, ÷); independent memory; percentages; square roots; 20-digit approximations; date calculations; other mixed calculations

For specifications on the Spreadsheet Mode, see the spreadsheet user's manual.

General:

Display element: 40-column × 10-line LCD
Memo capacity: 128 KB (SF-R10)
256 KB (SF-R20)
Main component: LSI
Power supply: Main Power Supply — Two AAA-size batteries (Type: R03 (UM-4) or LR03 (AM4))
Back-up Power Supply — One CR2032 lithium battery
Power consumption: 0.08W
Battery life:
Main: Approximately 130 hours continuous display in Telephone Directory. Operation temperature: 20°C (approximately 210 hours on type LR03 (AM4))
Approximately 110 hours repeated cycle of 1-minute data input into Telephone Directory following by 10-minute display. Operation temperature: 20°C (approximately 180 hours on type LR03 (AM4))
Back-up: 5 years if main batteries are replaced as soon as they becomes weak.
1 year if dead main batteries are left in the unit.
Auto power off: Approximately 6 minutes after last key operation
Operating temperature: 0°C ~ 40°C (32°F ~ 104°F)

Dimensions:
Unfolded: 11.6 H × 180 W × 180 D mm ($^{7}/_{16}$" H × 7 $^{1}/_{8}$" W × 7 $^{1}/_{8}$" D)
Folded: 20.9 H × 180 W × 97.3 D mm ($^{13}/_{16}$" H × 7 $^{1}/_{8}$" W × 3 $^{13}/_{16}$" D)
Weight: 285 g (10.1 oz)